

**Instructions for the Installation and Use of the  
Architect-Engineer Contract Administration Support System  
(ACASS)**

**Windows Version 1.0**

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# Introduction

## Purpose and Scope

The Architect-Engineer Contract Administration Support System (ACASS) was established by the Corps of Engineers (COE) to serve the Department of Defense (DOD) as a means of complying with the Federal Acquisition Register (FAR). Guiding principles for the FAR as stated in Subpart 1.101 include:

“...deliver on a timely basis the best value product or service to the customer, while maintaining the public’s trust and fulfilling public policy objectives.”

FAR Subpart 1.102 further indicates:

“Using contractors who have a track record of successful past performance or who demonstrate a current superior ability to perform...”

ACASS meets the central storage and data availability requirements of the DOD and COE. Since this system is in place and used, contract offices are not required to distribute performance evaluations to other contracting offices or maintain separate files of performance evaluations with the exception of the original, signed form which is kept in the contract file. ACASS is comprised of three components

1. PC Program,
2. Internet, and
3. Mainframe database

The ACASS PC program was designed as a data entry tool used to create a file containing performance evaluation information for transfer to the mainframe database. From the PC program, the user can print a blank copy of form DD2631 or a completed copy of form DD 2631 for official signature to be maintained in the contract file.

The ACASS Internet web page (at <http://www.nwp.usace.army.mil/ct/i/>) incorporates the ability to retrieve SF254 and DD2631 data for a firm.

The NPD transfer function of the PC Program produces a file for upload to the ACASS mainframe database. This function incorporates a series of data validation “checks” to verify that the data is what is expected by the ACASS mainframe database. Data validations occur at the time of data entry and at the time of the generation of the transfer file.

The PC program has importing and exporting capabilities to move evaluations from one PC to another, as well as, an interactive maintenance procedure for the PC Program system configuration files.

The ACASS mainframe database is the repository for performance evaluations as submitted by the field offices. It also contains Architect-Engineer and Related Services Questionnaire (SF254) data and Individual Contracting Action Report (DD350) data that can be accessed and summarized for use by contracting offices during source selection.

A communications software package is used to transmit files generated with the PC program to the mainframe database. The choice and support of communications software is the responsibility of the Information Management (IM) office of the submitting organization.

This document begins with the installation and configuration of the PC Program, then covers the minimum amount of information necessary for the entry and submission of performance evaluations. The third section of the document provides detailed information about the additional features of the PC Program, such as copying, importing, printing and generating the NPD transfer file for evaluations. This manual also includes multiple methods of submitting the created file to the mainframe database, as well as, retrieving information for source selection purposes.

# Installation of the PC Program

## Introduction

The software for the ACASS program can be downloaded from the ACASS/CCASS home page at <http://www.nwp.usace.army.mil/ct/i/>. After “clicking” on the hyper link labeled “Download PC Program” select “Save to disk” and identify a directory to save the installation file to. Note this directory. **It is assumed that the personnel installing and operating these programs are familiar with the Windows environment and utilities, such as locating, opening and saving files.**

## System requirements

IBM PC (or compatible) with a hard disk  
Windows 95 (or higher)

## Installing the PC Program software

- Turn on your computer system.

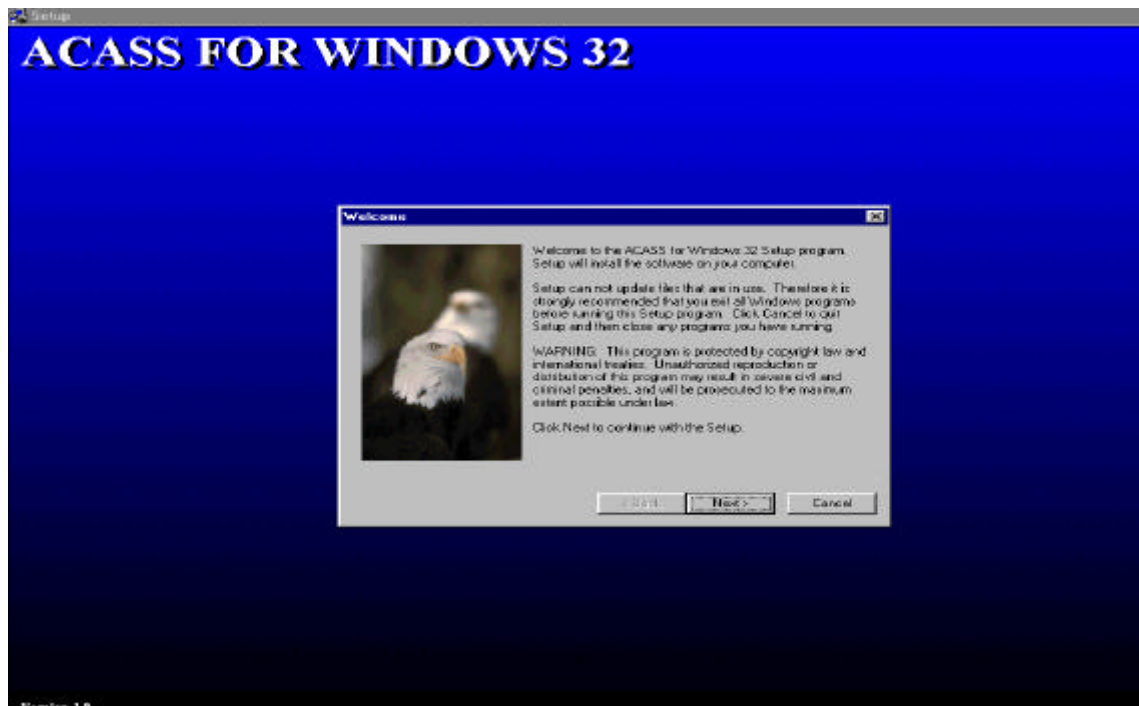
### **\*\*WARNING\*\***

**Make sure that no programs are running. Close all open programs with the exception of Windows, including programs running in the background such as the Microsoft Office toolbar. If programs are left open it may cause corruption of the PC register which may require that the PC hard disk be reformatted. This includes the possibility of loosing all data currently on the PC.**

Windows 95 or higher

Download the software from the referenced web page to the PC. After the software is downloaded:

- select START and RUN
- identify the directory where the download was saved to (noted above) and select the seup.exe file
- select OK and the following screen will appear:



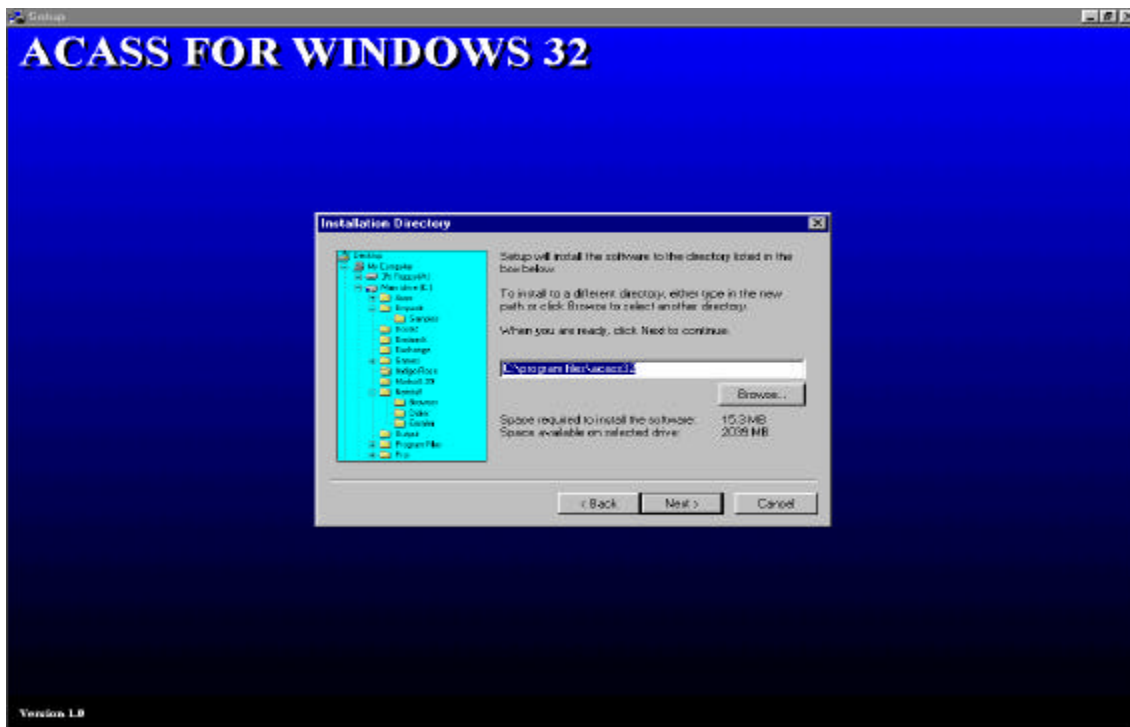
**Figure 1** Installation Welcome

- select “Next” and the following screen will appear:



**Figure 2** Installation Important Notes

- select "Next" and the following screen will appear:



**Figure 3** Installation Directory

It is recommended that the software be installed in the default directory as shown in Figure 3.

- select “Next” and the following screen will appear:

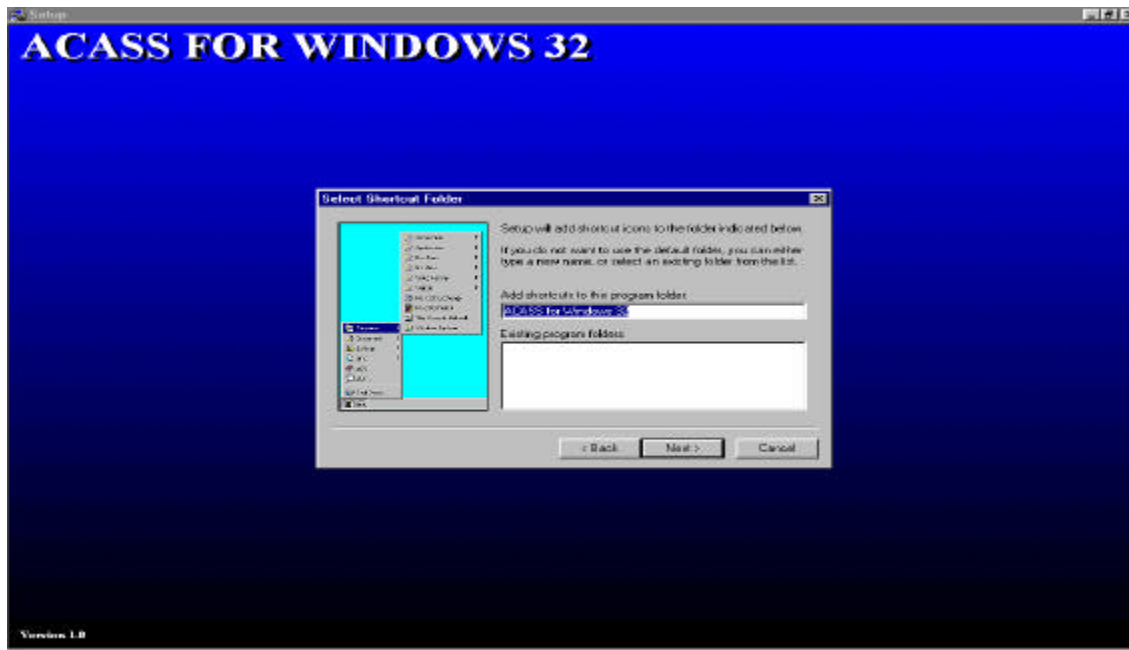


Figure 4 Select Shortcut Folder

- select “Next” and the following screen will appear:

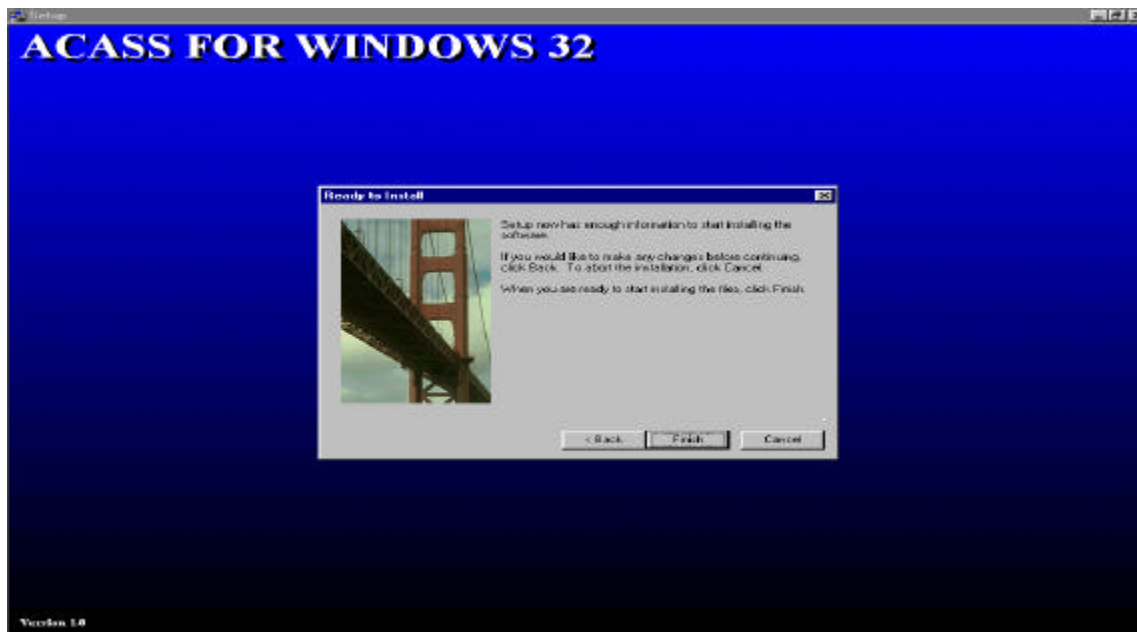
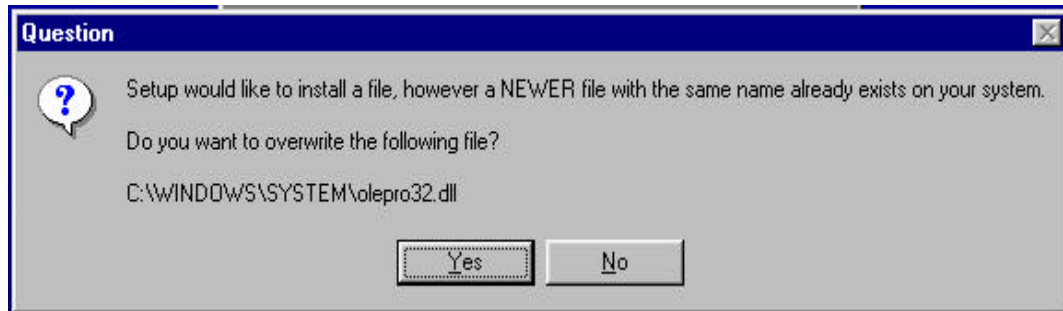


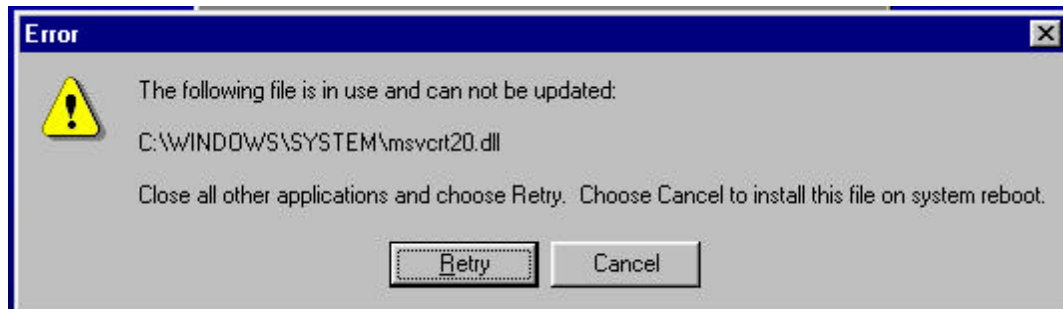
Figure 5 Ready to Install

- select “Finish” and the installation process will start.
- During installation there will be three types of file prompts that are displayed. Refer to Figures 6 – 8.



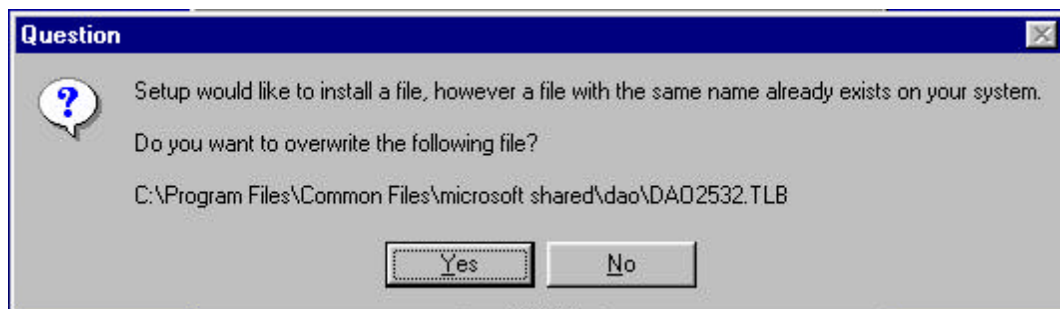
**Figure 6** Newer file exists

When this prompt appears, select “No”. Do not overwrite the newer version already installed on the computer.



**Figure 7** File is in use

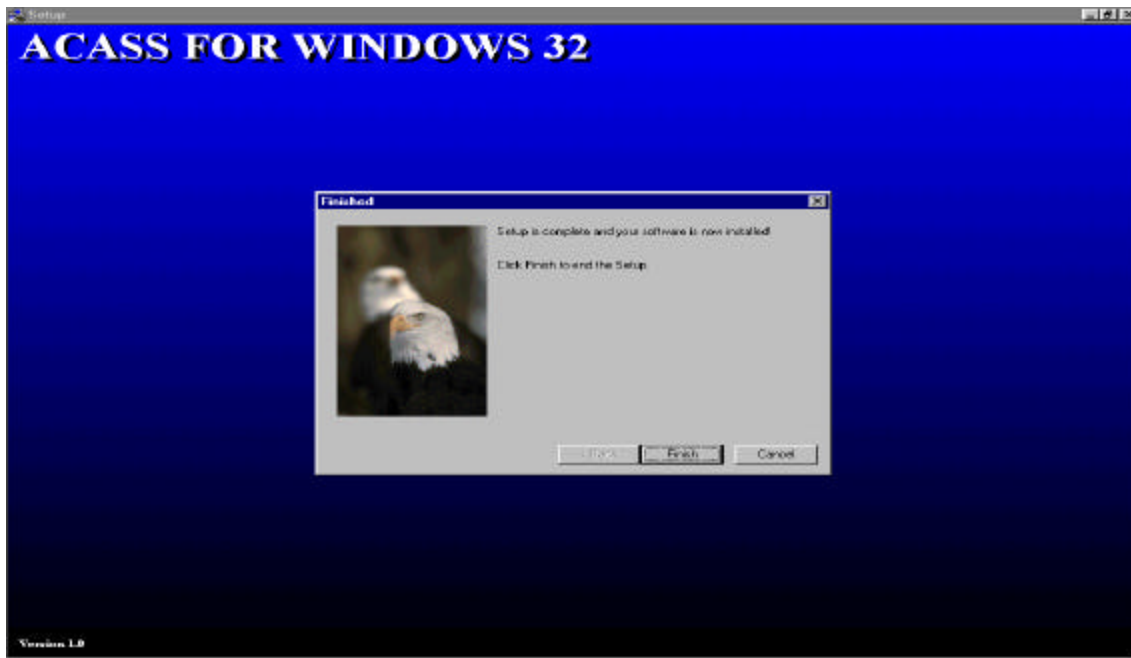
When this prompt appears, select “Cancel” to install this file on re-boot.



**Figure 8** Same file already exists

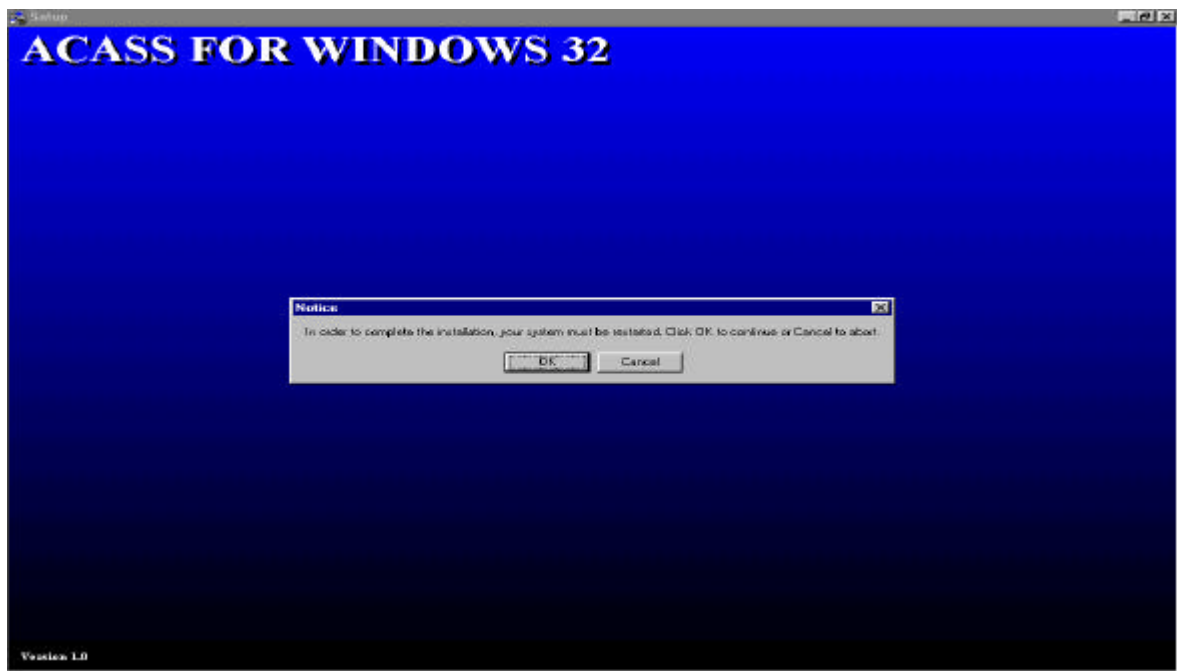
When this prompt appears, select “Yes” to overwrite the current file and have it added to the Windows registry.

- When the installation is complete the following screen will appear:



**Figure 9** Finished

- select "Finish" to complete software setup. The following screen will appear:



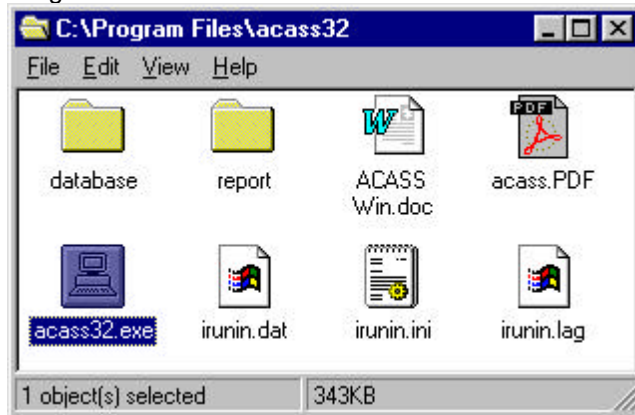
**Figure 10** Notice

- The computer must be restarted for the installation changes to take effect. Select "OK" to restart the computer.

## User Configuration

Launch the program by selecting ACASS for Windows32 from the Start Programs list or, using My Computer (assuming standard installation), open the C:\Program Files\acass32 window. If the user is familiar with Windows a shortcut icon on the user desktop can be set up. Refer to Windows Documentation.

Program Window:



When the PC program starts the System User Data screen appears.

The PC program requires the definition of at least one user. The entry of System User Data serves two purposes;

1. the maintenance of unique default information for each User entering data into the PC program. This information is imported into the performance evaluation screens each time a performance evaluation is added, and
2. the security of the performance evaluation data. A user can only see the evaluations entered under their userid in the PC program.



### System User Data screen:

ACASS FOR WINDOWS 32 V1.0 - SYSTEM USER DATA

USER NAME:

CONTRACT PREFIX:

COMMERCIAL NUMBER:

RATING OFFICIAL:  
NAME AND TITLE:

REVIEWING OFFICIAL:  
NAME AND TITLE:

New Retrieve Save Menu

### SCREEN FEATURES

The System User Data screen contains the following fields and command buttons;

<b>FIELDS</b>	<b>Directions</b>
User Name	Enter the name that you will use to access the PC Program. (Required)
*Contract Prefix	Enter the first six characters of the most commonly used contract number (Optional)
*Commercial Number	Enter the commercial telephone number of the office storing the official copy of the performance evaluation. (Optional)
*Rating Official Name and Title	Enter the rating official's name, title and office. (Optional)
*Reviewing Official Name and Title	Enter the reviewing official's name, title and office. (Optional)

---

\*This information fills in as default information when this user is entering new performance evaluations.

COMMAND BUTTONS	FUNCTION
NEW	Add a new User
RETRIEVE	Recall a user that was previously established
SAVE	Save a new user or changes to a previously defined user
MENU	Go to the Main Menu after a User has been identified

Enter User information:

To establish a new user:

- 1) Select the NEW button at the bottom of the screen.
- 2) Enter the desired information

ACASS FOR WINDOWS 32 V1.0 \* SYSTEM USER DATA

USER NAME:

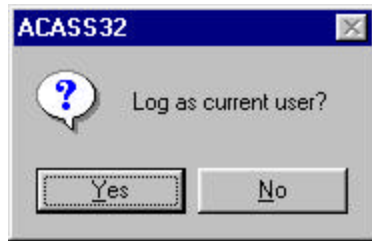
CONTRACT PREFIX:

COMMERCIAL NUMBER:

RATING OFFICIAL:  
NAME AND TITLE:

REVIEWING OFFICIAL:  
NAME AND TITLE:

- 3) Select SAVE to save the information. The following screen will appear:



- 4) Select YES to save the new user information and activate the new user
- 5) Select the MENU button to continue to the Main Menu.

OR

4. Select NO to save the new user information and return to the System User Information screen.
5. Select NEW to enter a new user and follow step 4, above

To recall a previously established user:

1. Enter the User Name in the User Name box
2. Select the RETRIEVE button at the bottom of the screen. The default user information will appear in the rest of the fields
3. Select MENU to continue

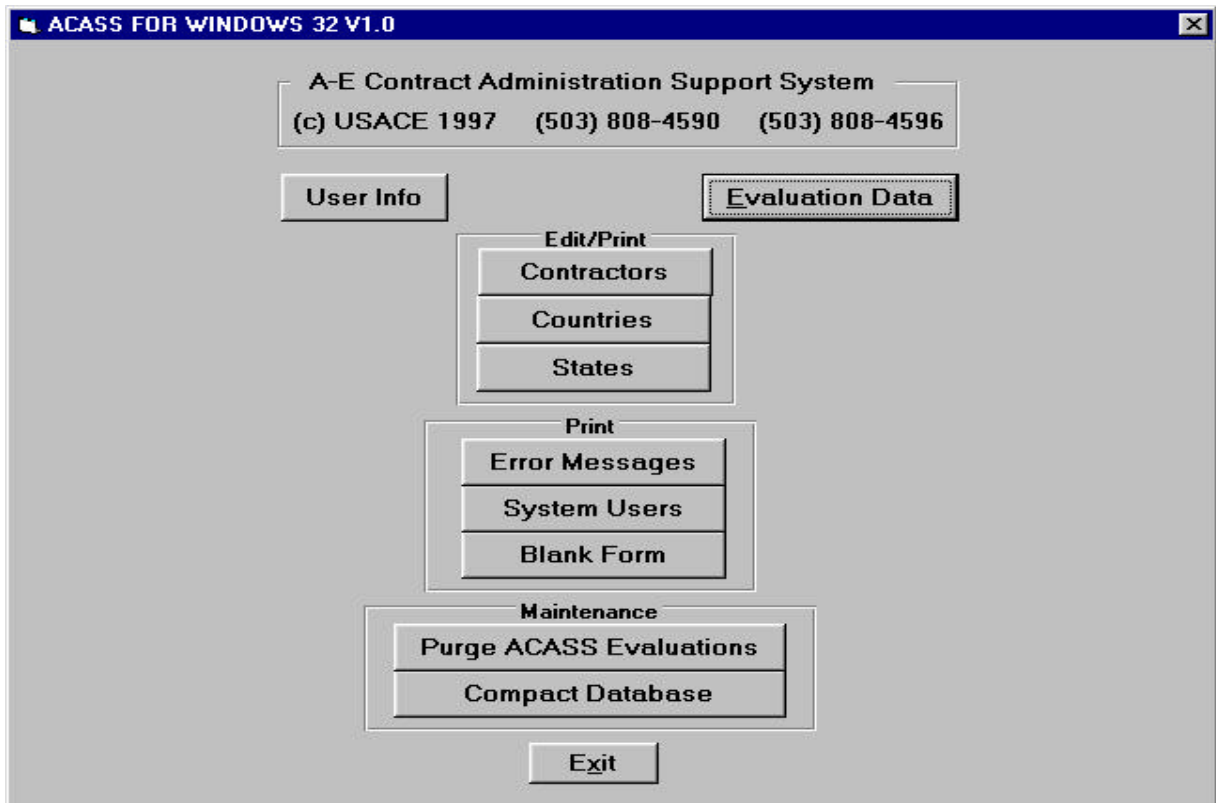
To edit a previously established user:

1. Enter the User Name in the User Name box
2. Select RETRIEVE to recall the default information previously set up
3. Use the TAB key to move to the desired field
4. Enter the new information
5. Select SAVE to save the information
6. Select MENU to go to the Main Menu

## Quick Start

### Menu – Overview

The Main Menu opens after the user information is entered, the Retrieve button is selected and the Menu button is selected.



The Main Menu is comprised of five basic function groups. They are User Info, Evaluation Data, Support Tables, Support Functions and Maintenance.

1. The User Info provides access to the System User Data screen. The PC Program requires the definition of a least one user. Refer to Getting Started for a description of the System User Data Screen.
2. Evaluation Data provides access to the performance evaluation data entry screens.
3. Support Tables provides access to tables of information that support the generation of the performance evaluation. This includes contractor, country and state information used in the look-up lists in the performance evaluation screens. Refer to section Support Tables for use and editing of these tables.
4. Support Functions include the ability to print PC Program information, including a list of errors, a list of system users or a blank evaluation form. Refer to section Support Functions for the use of these functions.
5. Maintenance Functions include the ability to perform functions on the PC Program database. These functions include the deletion of all data in the database for the current user and compacting or re-indexing the database. Refer to section Maintenance for information on the use of these functions.

**Evaluation Data**

The performance evaluation form (DD 2631) has been split into multiple screens for data entry. The first screen contains Blocks 1 through 7 with buttons to the screens containing Blocks 8 through 20, respectively.

The PC Program has been designed with data input verifications, some which occur during initial data input and many which occur during the NPD TRANSFER file generation. Examples of data verification include validating that all fields that require data have data or verifying that the data entered into a field is the type of data that is expected for that field, such as a date.

**Data entry conventions:**

- Instructions are provided for data entry fields which are not self-explanatory.
- All dates are entered in the format DDMMYY.
- All currency amounts are entered without the use of commas or the dollar sign (\$).
- The TAB key is used to navigate from field to field on a screen.

## ADD and SAVE Evaluation Data

### Evaluation Data

ACASS V1.0 Blocks 1 - 7:

This input screen follows the DD 2631 form beginning with Block 1 and ending with Block 7. After each field is completed, use the TAB key to move to the next. Enter information in relevant fields.

1. A-E CONTRACT #

2. CONSTRUCTION CONTRACT #

TYPE OF EVALUATION

3a. PHASE OF COMPLETION ☐ 3b. COMPLETION ☐ 3c. TERMINATION CODE ☐

Interim, Final Design, Engineering Services, Construction, Termination Convenience, Default

PERCENT COMPLETED  4. PROJECT NUMBER  5. DELIVERY ORDER NUMBER

7a. PROJECT TITLE AND LOCATION

7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED IN TITLE (150 characters maximum)

6. CONTRACTOR

A-E CONTRACTOR ID #

NAME

ADDRESS

CITY

STATE  ZIP  PROVINCE

COUNTRY

Command Buttons

Screen buttons

Enter Performance Evaluation data:

To enter a new performance evaluation:

1. Select the ADD button
2. Enter the pertinent information.
3. Select the Screen buttons to complete the performance evaluation data entry.
4. Select DONE on the remaining screens to return to this first screen.
5. Select the SAVE button to save the current information.

Additional screen instructions:

<b>FIELDS</b>	<b>Directions</b>
A-E Contract #	Required
Construction Contract #	Required if Completion is C.
Percent Completed	Required if Phase of Completion is I.
Termination Code	Required if Completion (3b) is T.
Contractor Search	(If contractor information has been entered using the Contractor Support function, the firm can be searched for and selected from the list. See instructions in Support Information: Contractors.)
A-E Contractor Id #	Required. Enter the Contractor's firm number assigned by the Contractor Appraisal Information Center. This information can be found by searching the ACASS Mainframe database or calling the Contractor Appraisal Information Center.
<b>Command Button</b>	<b>Function</b>
ADD	Add a new performance evaluation
FIND	Find a previously entered performance evaluation
EDIT	Edit a previously entered performance evaluation
DELETE	Delete the current performance evaluation
COPY	Copy the current performance evaluation to a file so that it can be imported to another PC Program. NOTE: Each user must be using the same version of the PC Program.
NPD	Create the NPD Transfer file which will be uploaded to the Mainframe Database using a communications program.
PRINT	Print the current performance evaluation in the standardized format (DD Form 2631)
IMPORT	Import a performance evaluation that was copied to a file for transfer to another copy of the PC Program
SAVE	Save added or edited performance evaluations
EXIT	Exit the PC Program

## ACASS V1.0 Block 8

This screen allows for the entry of DD 2631 Block 8 - Responsible Offices.

**ACASS V1.0 - NAME, ADDRESS AND PHONE NUMBER OF OFFICE RESPONSIBLE FOR:**

Contract: TEST CONTRACT      ID: 22222222      Name: test firm 2

**8a. SELECTION OF A-E CONTRACTOR**  
NAME AND ADDRESS:       PHONE:

**8b. NEGOTIATION/AWARD OF A-E CONTRACT**  
NAME AND ADDRESS:       PHONE:

**8c. ADMINISTRATION OF A-E CONTRACT**  
NAME AND ADDRESS:       PHONE:

**8d. ADMINISTRATION OF CONSTRUCTION CONTRACT**  
NAME AND ADDRESS:       PHONE:

Command Button	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.



# ACASS V1.0 Block 9

This screen allows for the entry of DD2631 Block 9 – Contract Data.

Additional screen information:

FIELD	Directions
Negotiated Completion Date	Required if the Phase of Completion is F, the Type of Contract is D or E and the Negotiated Number of Days is blank.
Negotiated	Required if the Phase of Completion is F, the Type of Contract is D or E and the Negotiated Completion Date is blank.
Number of Days	
Actual Completion Date	Required if the Phase of Completion is F, the Type of Contract is D or E and the Actual Number of Days is blank.
Actual Number of Days	Required if the Phase of Completion is F, the Type of Contract is D or E and the Actual Completion Date is blank.
Command Buttons	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

# ACASS V1.0 Block 10 – 15

This screen allows for the entry of Blocks 10 – 15.

ACASS V1.0 - BLOCKS 10 - 15		
Contract: TEST CONTRACT		ID: 22222222
		Name: Test Firm 2
10a. CONSTRUCTION COSTS		
10a(1). AUTHORIZED CONSTRUCTION COSTS \$		0.00
10a(2). A-E ESTIMATE FOR BID ITEMS AWARDED \$		0.00
10a(3). AWARD AMOUNT \$		0.00
10b. DATE AT TIME OF CONSTRUCTION COMPLETION		
10b(1). CONSTRUCTION MODIFICATIONS		NUMBER TOTAL COST
		0 \$0.00
10b(2). CONSTRUCTION MODIFICATIONS ARISING FROM DESIGN DEFICIENCIES		0 \$0.00
11. A-E LIABILITY <input type="checkbox"/>		PENDING \$ 0.00 SETTLEMENT \$ 0.00
None, Undetermined, Pending, Settlement, Both		
12. OVERALL RATING <input type="checkbox"/>		13. RECOMMENDED FOR FUTURE CONTRACTS? <input type="checkbox"/>
Excellent, HAbove average, Average, Below average, Poor		Yes, Conditionally, No
14a. NAME, TITLE, AND OFFICE OF RATING OFFICER		15a. NAME, TITLE, AND OFFICE OF REVIEWING OFFICER
DATE		DATE
Done		Cancel

Additional screen instructions:

## FIELD

## Directions

Date at time of  
Construction completion

Required if the Phase of Completion is F and Type of Contract is C.

Pending

Required if A-E Liability is P or B.

Settlement

Required if A-E Liability is S or B.

## Command Buttons

## Function

DONE

Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7

CANCEL

Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

## ACASS V1.0 Block 16a

This input screen follows the DD 2631 form Block 16a for Design/Services. This screen allows the User to indicate the quality of work for each discipline.

Two areas titled OTHER have been placed under the discipline heading. These may be utilized as necessary to indicate additional disciplines.

16. DISCIPLINES		DESIGN/SERVICES	CONSTRUCTION		D/S	C
ARCHITECTURAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIVIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
MECHANICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
FIRE PROTECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SURVEY AND MAPPING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
COST ESTIMATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
VALUE ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ENVIRONMENTAL ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
GEOTECHNICAL ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
MASTER PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
HYDROLOGY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICAL ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
GEOLOGY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Command Button	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

## ACASS V1.0 Block 16b

This input screen follows the DD 2631 form block (16b). This screen allows entry of key consultants. Enter the consultant's name, city and discipline.

16B. DISCIPLINE, NAME AND ADDRESS OF KEY CONSULTANTS		
NAME	ADDRESS	DISCIPLINE

Command Button	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

## ACASS V1.0 Block 17

This input screen follows the DD 2631 form blocks (17) and (18). This is designed for input of the quality of A-E service evaluations relating to the design and engineering phases.

This screen allows the user to indicate the rating for each category.

**Note:** An entry **MUST** be made for each category if the Type of Evaluation is D or E and the Phase of Completion is F.

ACASS V1.0

Contract: TEST CONTRACT ID: 22222222 Name: test firm 2

N = NOT APPLICABLE O = OUTSTANDING S = SATISFACTORY U = UNSATISFACTORY

**17. DESIGN PHASE OR ENGINEERING SERVICES**

THOROUGHNESS OF SITE INVESTIGATION

QUALITY CONTROL PROCEDURES AND EXECUTION

PLANS/SPECS ACCURATE AND COORDINATED

PLANS CLEAR AND DETAILED SUFFICIENTLY

MANAGEMENT AND ADHERENCE TO SCHEDULE

MEETING COST LIMITATIONS

SUITABILITY OF DESIGN OR STUDY RESULTS

SOLUTION ENVIRONMENTALLY SUITABLE

COOPERATIVENESS AND RESPONSIVENESS

QUALITY OF BRIEFING AND PRESENTATIONS

18. HOW MANY 100% FINAL RESUBMITTALS WERE REQUIRED BECAUSE OF POOR A-E PERFORMANCE?

Done Cancel

Command Button	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

## ACASS V1.0 Block 19

This input screen follows the DD 2631 form block (19). This screen allows you to indicate the quality of work for each category.

**Note:** A rating **MUST** be entered for each category if the Type of Evaluation is C and the Phase of Completion is F.

ACASS V1.0

Contract: TEST CONTRACT ID: 22222222 Name: test firm 2

N = NOT APPLICABLE O = OUTSTANDING S = SATISFACTORY U = UNSATISFACTORY

**19. CONSTRUCTION PHASE**

PLANS CLEAR AND DETAILED SUFFICIENTLY

DRAWING REFLECT TRUE CONDITIONS

PLANS/SPECS ACCURATE AND COORDINATED

DESIGN CONSTRUCTABILITY

COOPERATIVENESS AND RESPONSIVENESS

TIMELINESS AND QUALITY OF PROCESSING SUBMITTALS

PRODUCT & EQUIPMENT SELECTIONS READILY AVAILABLE

TIMELINESS OF ANSWERS TO DESIGN QUESTIONS

FIELD CONSULTATION AND INVESTIGATIONS

QUALITY OF CONSTRUCTION SUPPORT SERVICES

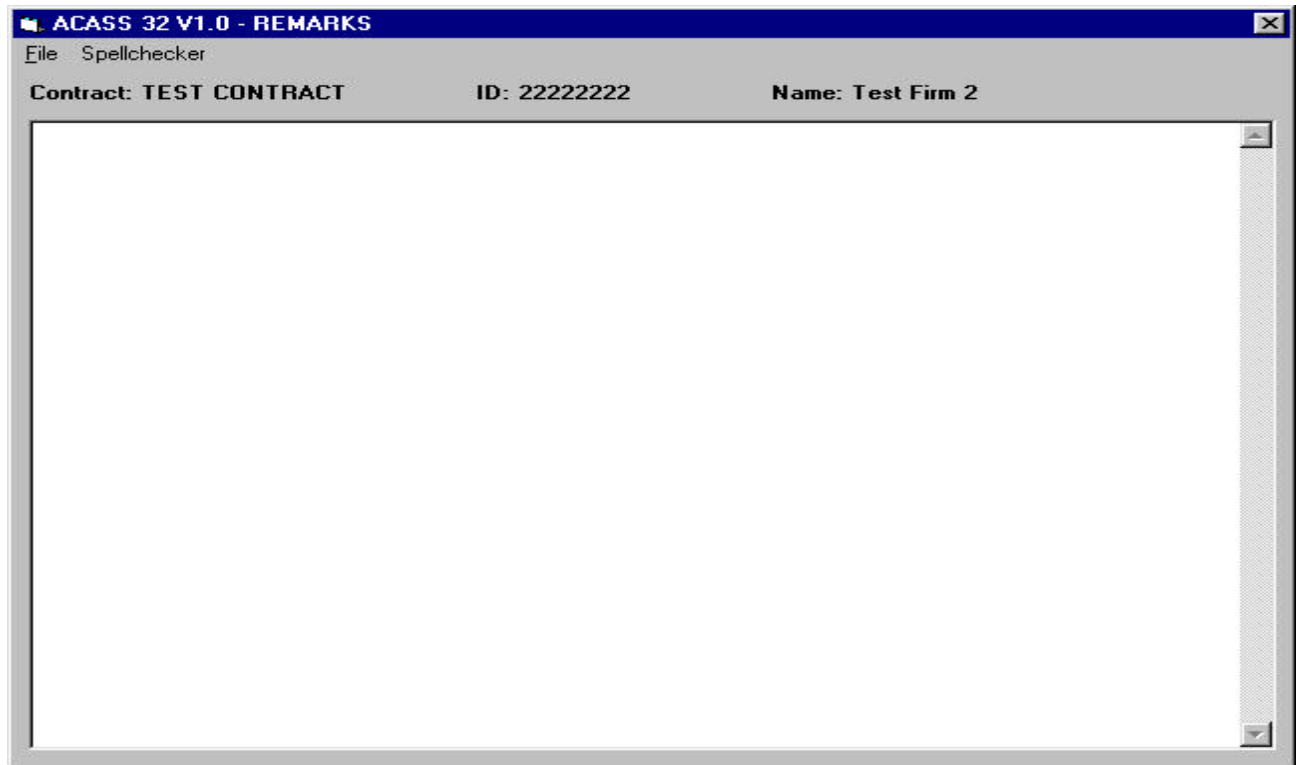
Done Cancel

Command Button	Function
DONE	Retains data entered or changed and returns user to screen ACASS V1.0 Block 1 – 7
CANCEL	Clears data entered and returns user to screen ACASS V1.0 Block 1 – 7.

## ACASS V1.0 Block 20

This input screen follows the DD 2631 form Block 20. This screen allows for 64 Kbytes of data, or roughly translated, about 12 pages of verbiage. DO NOT EXCEED ROW 157 DURING DATA INPUT.

**DO NOT USE ASTERISKS (\*) IN ANY PART OF YOUR TEXT.**

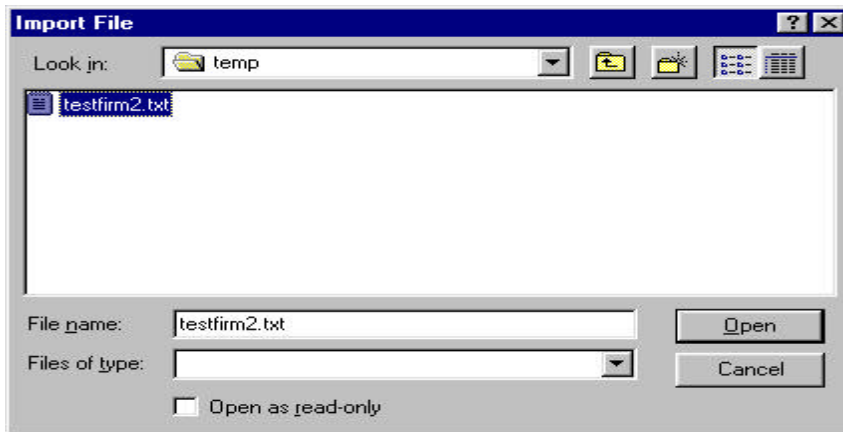


To create comments:

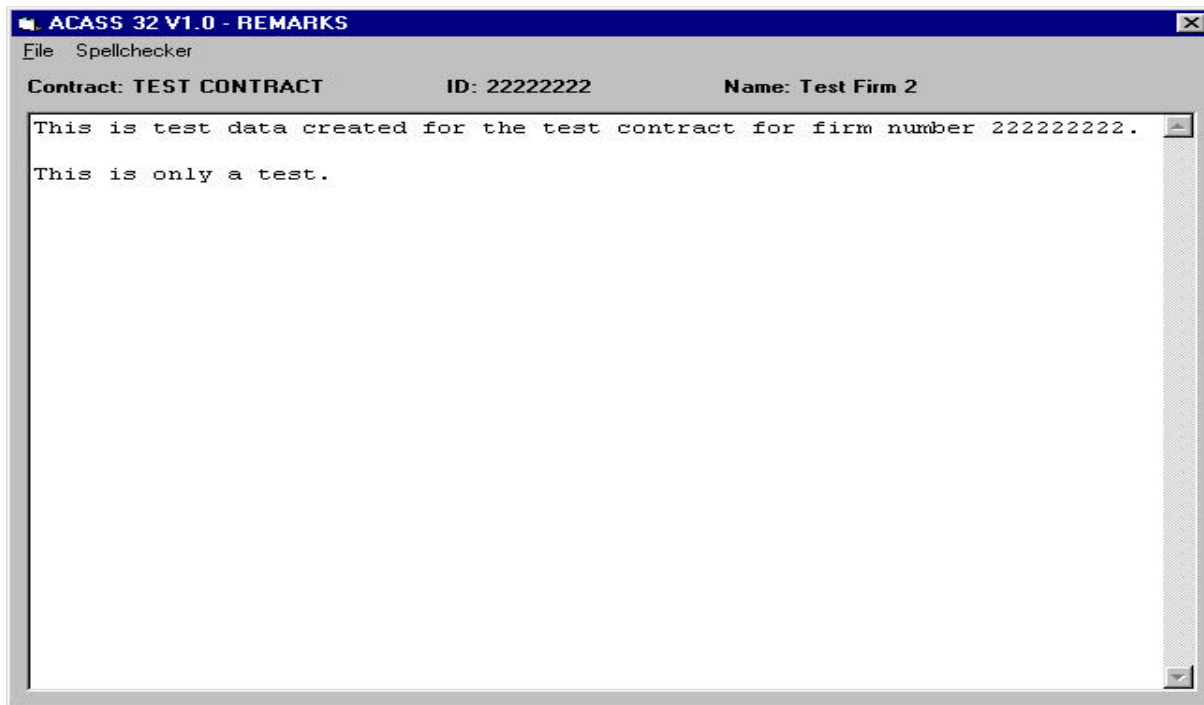
1. Enter comments
2. Select Spellchecker from the menu bar to spell check the text
3. When finished with the Spellchecker, select Finished from the File menu and the screen will close and return control to the ACASS V1.0 Block 1 – 7 screen
4. Select SAVE (or EDIT then SAVE if not already in Edit mode) to save the remarks

To import a word processing file:

1. Outside the PC Program, generate the comments in word processing software. Save the file as a text document with a txt extension.
2. In the PC Program, at the Remarks screen, select Load from the File menu. The following screen will appear:



3. Set the path to the file created using the word processing software and select OPEN.
4. The screen will now display the text in the text file, refer to the following picture.



5. Make any changes necessary.
6. Select Spellchecker from the menu bar to spell check the remarks.
7. Select Finished from the File menu to return to screen ACASS V1.0 Block 1 – 7 or select Cancel to loose all changes.
8. Select SAVE (or EDIT then SAVE, if not already in the Edit mode) to save the remarks with the performance evaluation.

**NOTE:** If there is data in the text entry screen and Load is selected, the new data file will not import.



## Print Evaluation

To print the performance evaluation:

1. A-E CONTRACT #

2. CONSTRUCTION CONTRACT #

TYPE OF EVALUATION

3a. PHASE OF COMPLETION  3b. COMPLETION  3c. TERMINATION CODE

Interim, Final Design, Engineering Services, Construction, Termination Convenience, Default

PERCENT COMPLETED  4. PROJECT NUMBER  5. DELIVERY ORDER NUMBER

7a. PROJECT TITLE AND LOCATION

7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED IN TITLE (150 characters maximum)

6. CONTRACTOR  
A-E CONTRACTOR ID #

NAME

ADDRESS

CITY

STATE  ZIP  PROVINCE

COUNTRY

- Select the PRINT button. The print dialog box will appear:

**Print**

Printer

Name:

Status: Default printer; Ready

Type: HP LaserJet 4

Where: LPT1:

Comment:

Print range

☒ All

☐ Pages from  to

☐ Selection

Copies

Number of copies:

☐ Collate

- Select the printer and number of copies to print
- Select OK to print or CANCEL to abort the print function.

## Create NPD Transfer

To generate the NPD transfer file containing an evaluation for upload to the mainframe database:

1. A-E CONTRACT #

2. CONSTRUCTION CONTRACT #

TYPE OF EVALUATION

3a. PHASE OF COMPLETION  3b. COMPLETION  3c. TERMINATION CODE

Interim, Final Design, Engineering Services, Construction, Termination Convenience, Default

PERCENT COMPLETED  4. PROJECT NUMBER  5. DELIVERY ORDER NUMBER

7a. PROJECT TITLE AND LOCATION

7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED IN TITLE (150 characters maximum)

6. CONTRACTOR

A-E CONTRACTOR ID #

NAME

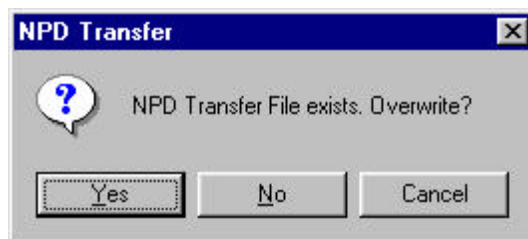
ADDRESS

CITY

STATE  ZIP  PROVINCE

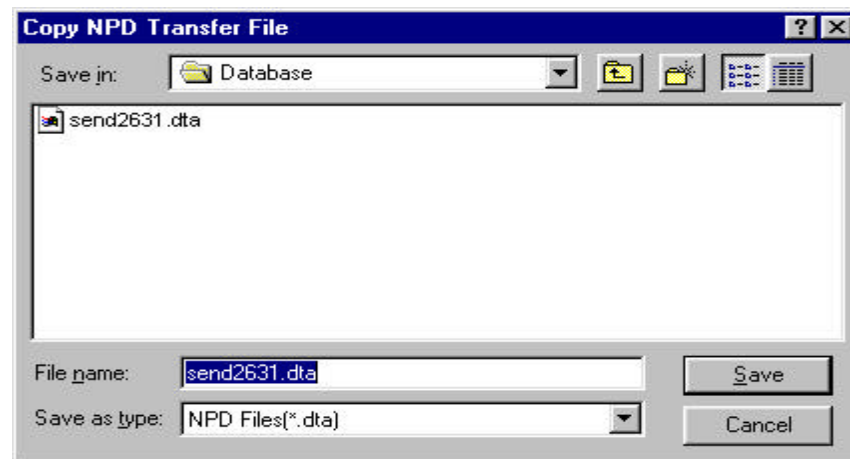
COUNTRY

1. Select the NPD button.
2. The PC Program begins a series of data verifications. If required information was not entered in the selected performance evaluation it will be indicated in a message box and the user will be prompted to edit the information or not. Select YES or NO.
  - If YES is selected, the screen containing the information needing to be added or changed will be activated. Enter the information and select DONE.
  - If NO is selected, the NPD transfer process will be aborted.
3. After the PC Program completes the data verifications and all required fields have been entered or edited as necessary, the following prompt will appear:



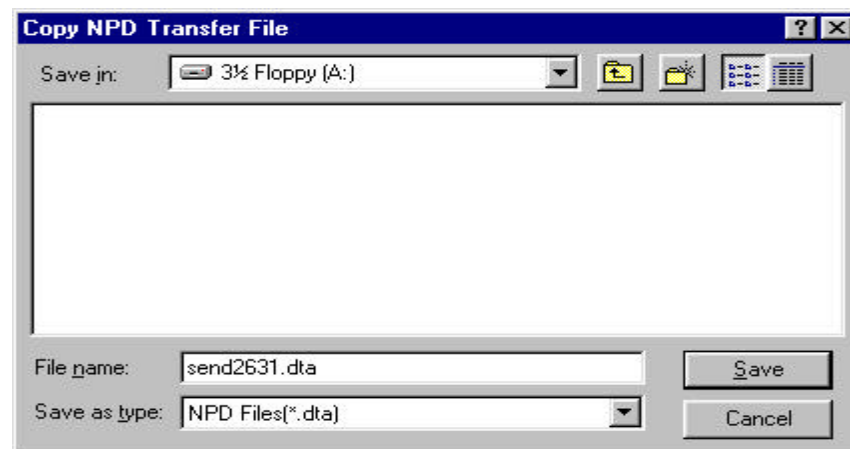
4. Select YES. The user is then prompted for a directory path to write the information to. The following screen contains the default path and filename which must be changed. **It is highly recommended that the path be changed to a floppy drive.**

Default path:

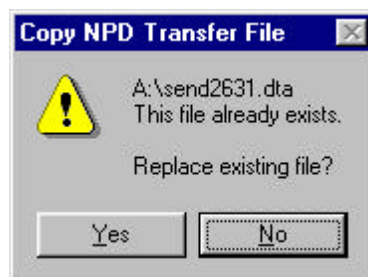


**Example of the recommended procedure of copying to a floppy disk.**

Change to:



5. Select SAVE to write the file to the specified directory.  
If the file already exists in the location specified, the following prompt appears:



6. Select YES to replace the existing file. If NO is selected, the directory path screen reappears so a different path can be selected.

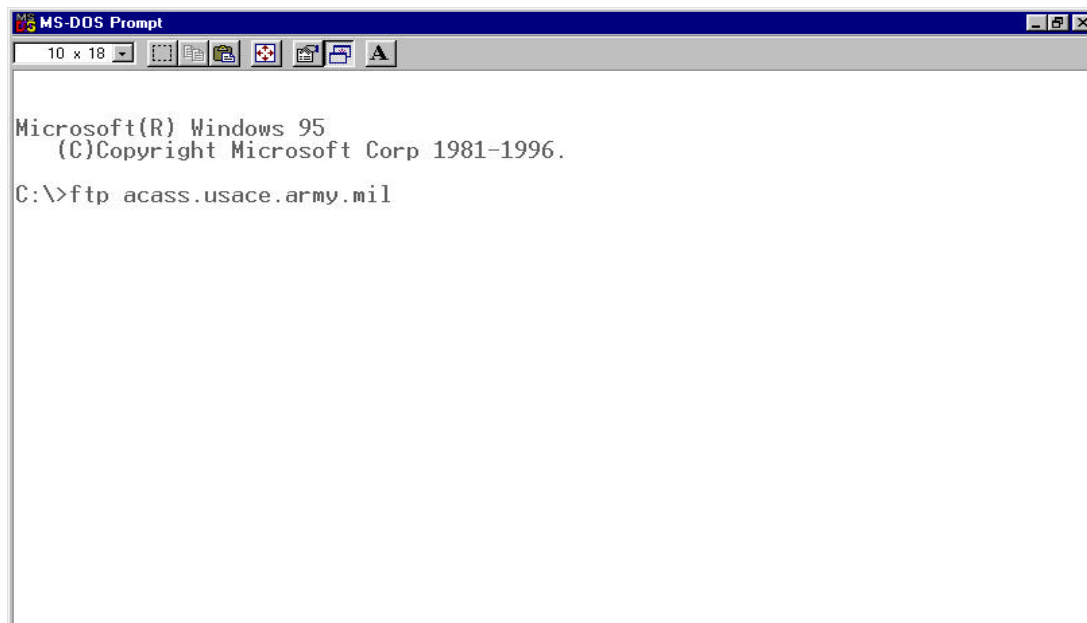
## Transfer Evaluation to mainframe and update database

### FTP Windows

This function transfers the data file to the mainframe host computer. After this transfer is complete the user must login to the mainframe database and “update” the database.

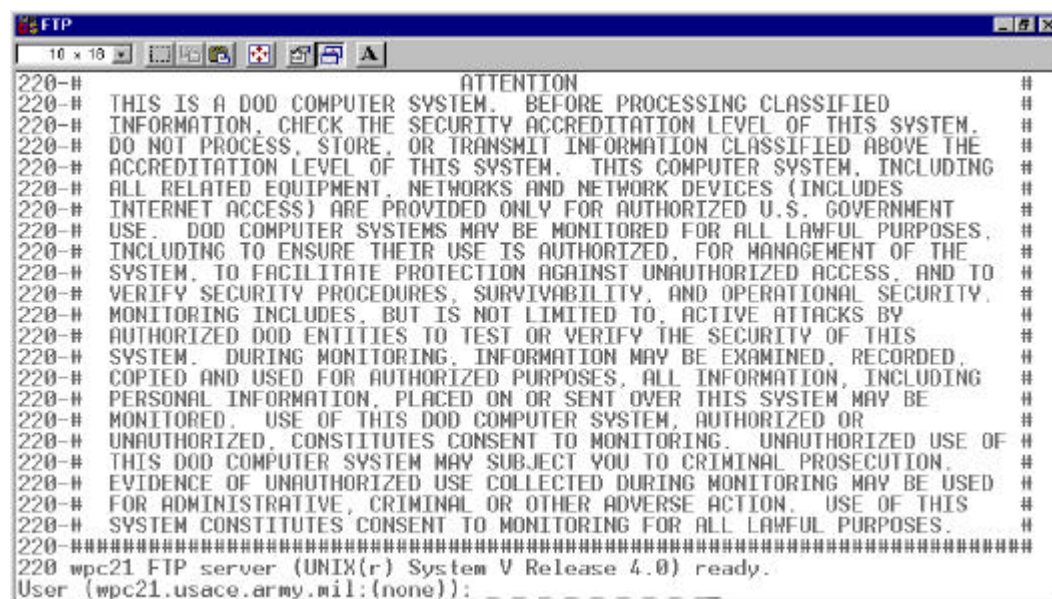
Initiate the file transfer protocol (ftp)

At a DOS or Command Prompt (selected from the Programs menu) enter “ftp acass.usace.army.mil”, as shown.



```
MS-DOS Prompt
10 x 18
Microsoft(R) Windows 95
(C)Copyright Microsoft Corp 1981-1996.
C:\>ftp acass.usace.army.mil
```

The following screen will appear:



```
FTP
10 x 18
220-# ATTENTION #
220-# THIS IS A DOD COMPUTER SYSTEM. BEFORE PROCESSING CLASSIFIED #
220-# INFORMATION, CHECK THE SECURITY ACCREDITATION LEVEL OF THIS SYSTEM. #
220-# DO NOT PROCESS, STORE, OR TRANSMIT INFORMATION CLASSIFIED ABOVE THE #
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): _ _ _ _ _
```

Enter the userid in lowercase and <enter>. The following screen will appear:

```

FTP
10 x 18
220-# INFORMATION, CHECK THE SECURITY ACCREDITATION LEVEL OF THIS SYSTEM. #
220-# DO NOT PROCESS, STORE, OR TRANSMIT INFORMATION CLASSIFIED ABOVE THE #
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:

```

Enter the logon password, in lowercase, and <enter>. The following screen will appear:

```

FTP
10 x 18
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631_

```

Enter the command “put a:/send2631.dta send2631”, where a:/send2631.dta is the location where the file was saved when it was created using the PC Program and send2631 is the name being given to the file as it is saved in the user’s working directory on the mainframe, and <enter>. The following screen will appear:

**NOTE:** FTP does not support long filenames. They must be restricted to eight characters.



```
FTP
10 x 10
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631
200 PORT command successful.
150 ASCII data connection for send2631 (137.161.72.121.1133).
226 Transfer complete.
1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)
ftp> quit_
```

The user should review this information for the statement which indicates the number of bytes sent in how many seconds. In the example this is "1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)". If this message is not displayed or if the number of bytes is 0 the file transfer was not successful.

After the user verifies that data was transferred to the mainframe computer, type "quit" at the ftp prompt and <enter>. The following screen will appear:

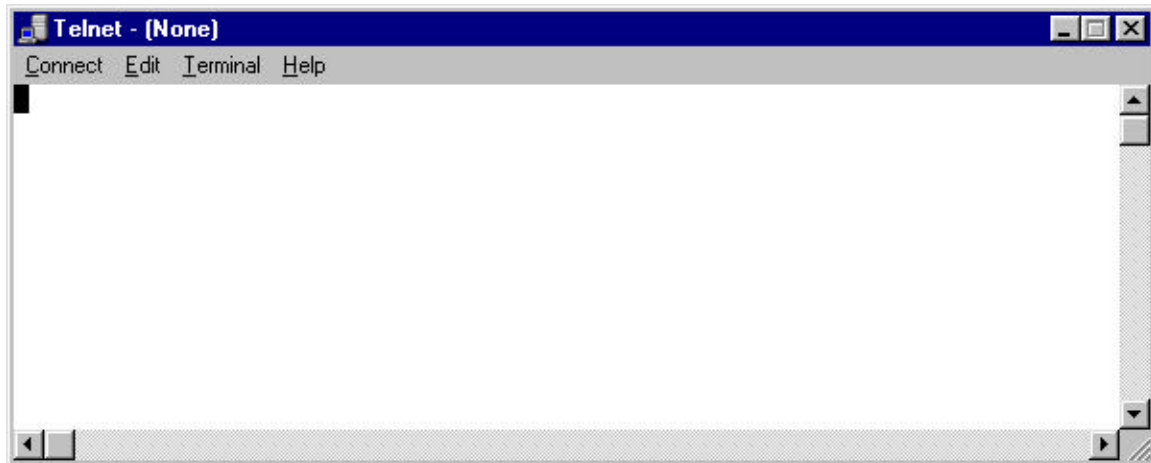
```
FTP
10 x 18
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631
200 PORT command successful.
150 ASCII data connection for send2631 (137.161.72.121.1133).
226 Transfer complete.
1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)
ftp> quit
221 Goodbye.
C:\>exit
```

Enter "exit" and <enter>. The DOS or Command Prompt Window will close and the user's Windows desktop will again be visible.

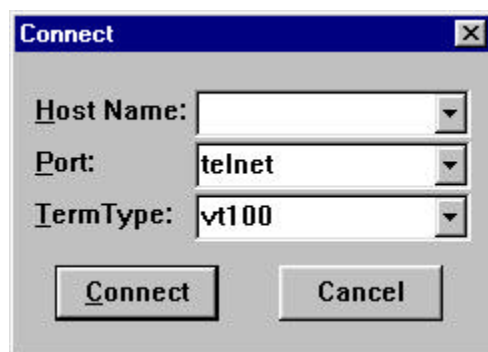
## TELNET Windows

Connect to the ACASS Mainframe Database using Telnet:

- a) Telnet can be initiated at a DOS prompt by typing "telnet" or the user can set up a desk top shortcut (Refer to the Windows documentation). When telnet is initiated the following screen appears:

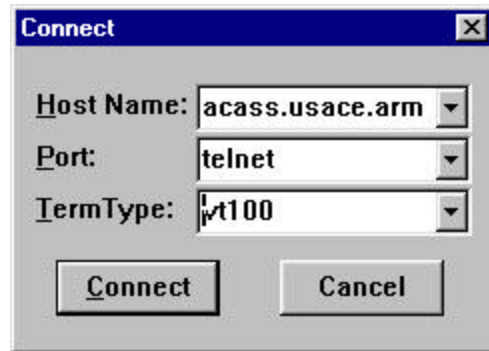


- b) The user must establish a connection by selecting Remote System on the Connect option of the toolbar menu. The following screen will appear:



**NOTE:** If the user has already entered a host name and established the connection, when the Connect option on the toolbar is selected a list of available connections will be visible at the bottom of the list. The user may select the appropriate connection.

- c) Enter the Host Name. The Host Name for ACASS is `acass.usace.army.mil`.



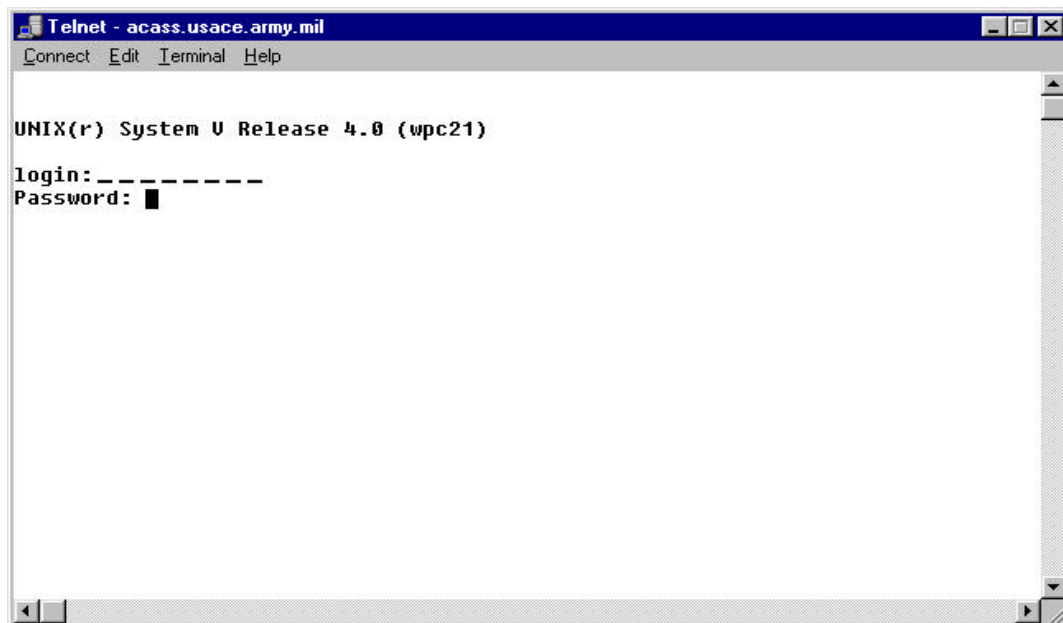
d) Select CONNECT. The following information will appear on the screen.



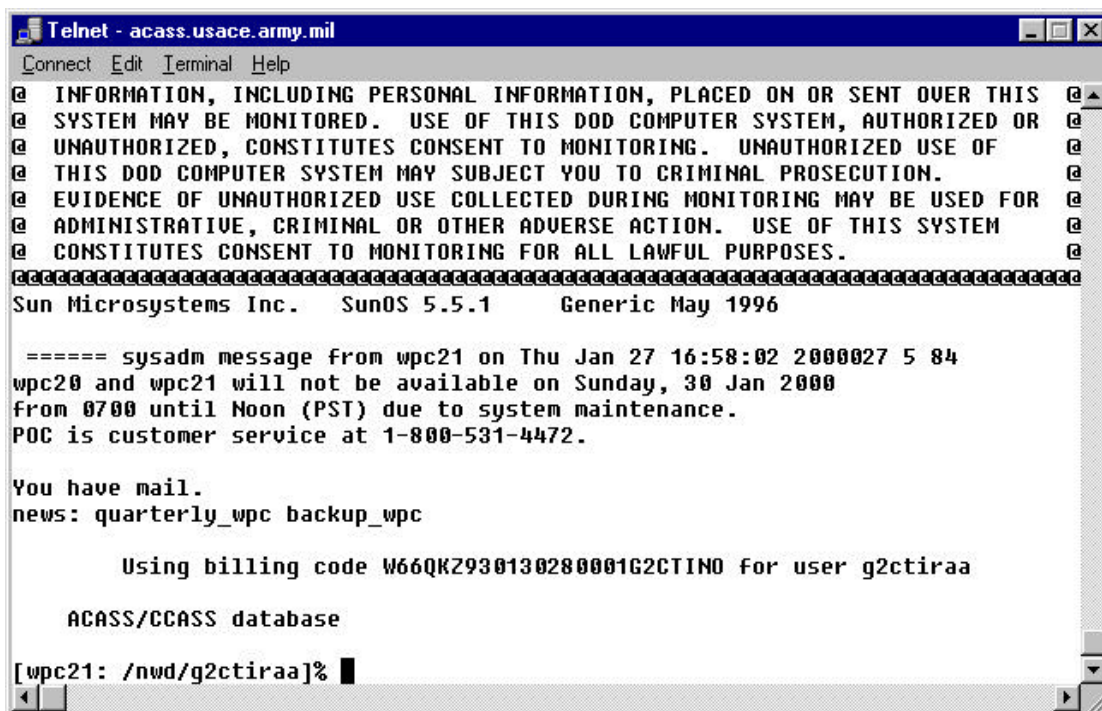
e) At the login prompt, enter the userid (in lowercase) and <enter>. The following screen will appear:

**NOTE:** When the user logs in, the dashes next to "login" will actually be the users userid.

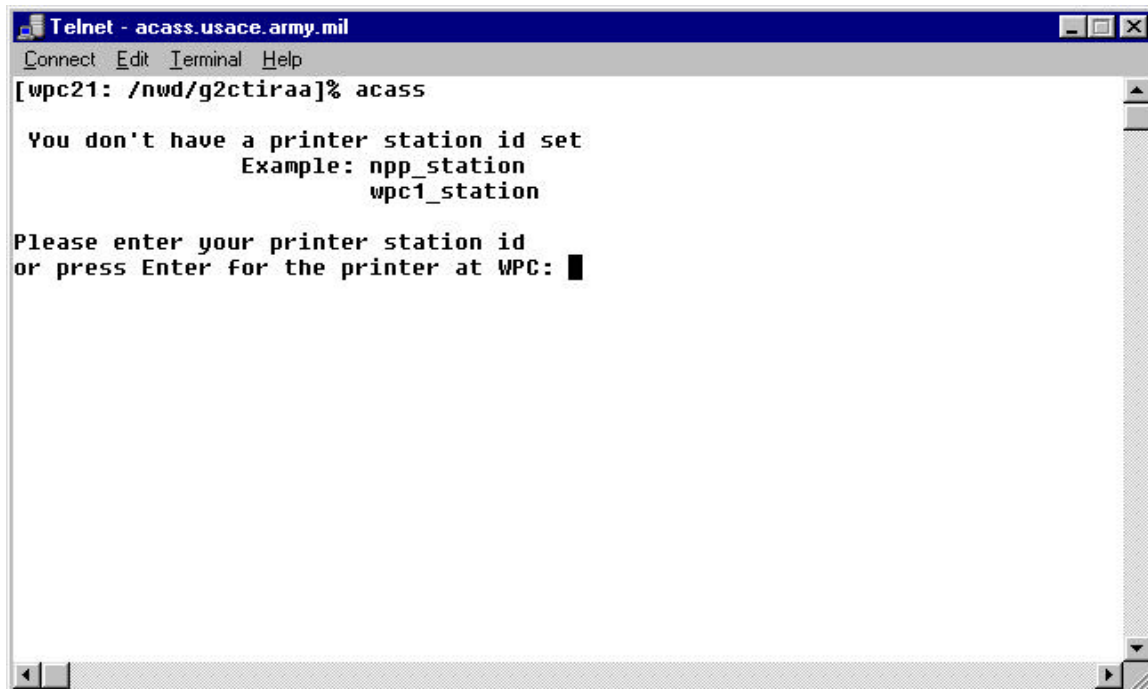




- f) At the password prompt, enter the user logon password (in lowercase) and <enter>. The following screen will appear:



- g) At the % prompt enter "acass" to log into the ACASS system. The following screen will appear:



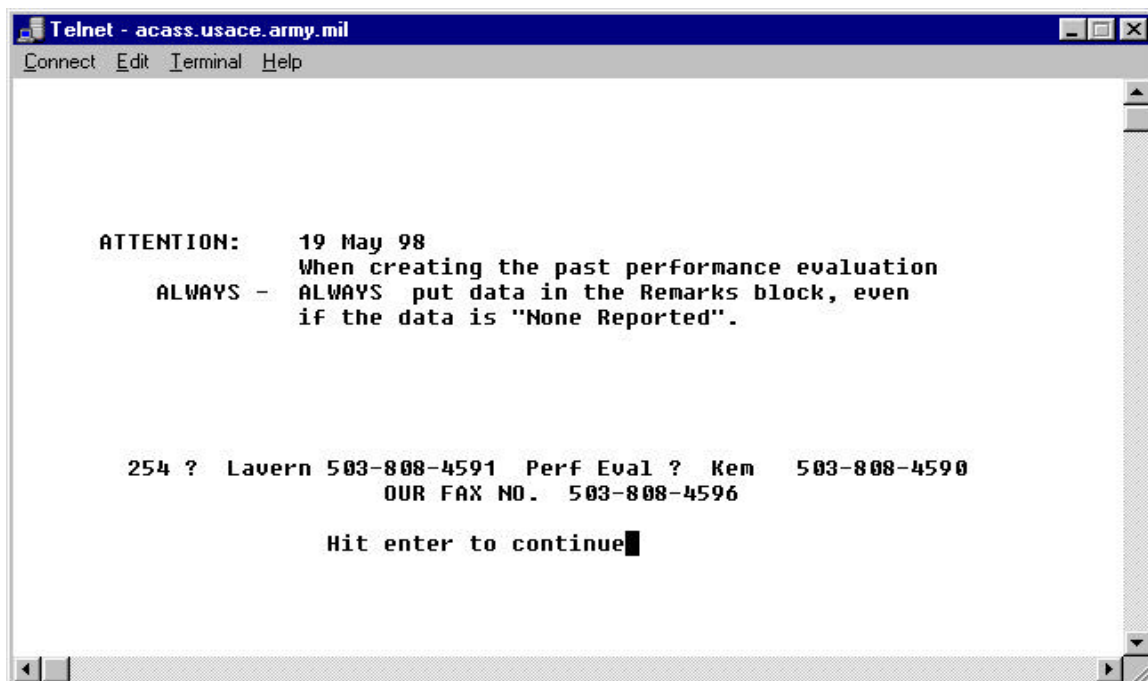
```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
[wpc21: /nwd/g2ctiraa]% acass

You don't have a printer station id set
Example: npp_station
         wpc1_station

Please enter your printer station id
or press Enter for the printer at WPC: █
```

**NOTE:** If the message "Command not found" appears type "setupacs" without the quotes at the % prompt and login again. This command only needs to be executed once. It updates the users .login file to include the path to the ACASS and CCASS systems.

- h) Enter the CEAP Remote Printer ID if you are an employee of the US Army Corps of Engineers. Leave blank if you are not an employee of the US Army Corps of Engineers. Select <enter>. The following screen will appear:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

ATTENTION:    19 May 98
               When creating the past performance evaluation
               ALWAYS - ALWAYS put data in the Remarks block, even
                   if the data is "None Reported".

254 ? Lavern 503-808-4591 Perf Eval ? Ken 503-808-4590
      OUR FAX NO. 503-808-4596

Hit enter to continue█
```

- i) Select <enter> to continue and the following screen will appear:

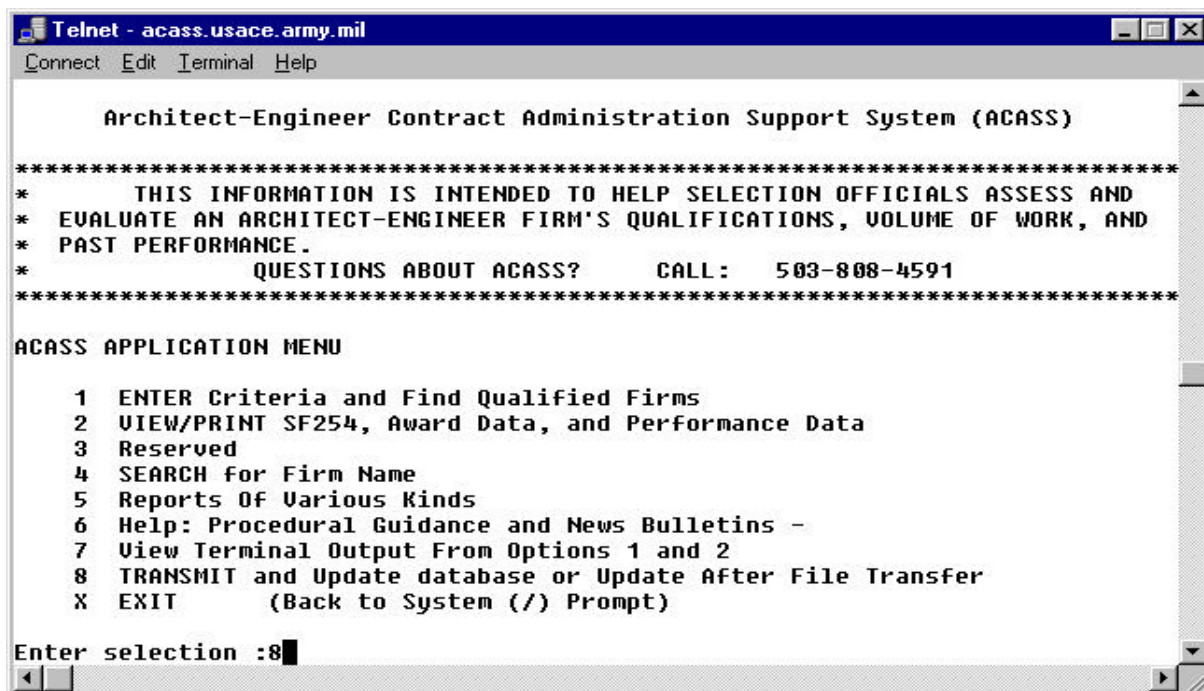
```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/15/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      22:23:
Architect-Engineer Contract Administration Support System (ACASS)
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*               QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****
ACASS APPLICATION MENU

  1  ENTER Criteria and Find Qualified Firms
  2  VIEW/PRINT SF254, Award Data, and Performance Data
  3  Reserved
  4  SEARCH for Firm Name
  5  Reports Of Various Kinds
  6  Help: Procedural Guidance and News Bulletins -
  7  View Terminal Output From Options 1 and 2
  8  TRANSMIT and Update database or Update After File Transfer
  X  EXIT      (Back to System (/) Prompt)

Selection: █
```

## Update Mainframe

Once connected to ACASS, select Menu Option #8 (Transmit and Update ACASS or Update After File Transfer).



The screenshot shows a Telnet window titled "Telnet - acass.usace.army.mil". The menu text is as follows:

```
Architect-Engineer Contract Administration Support System (ACASS)

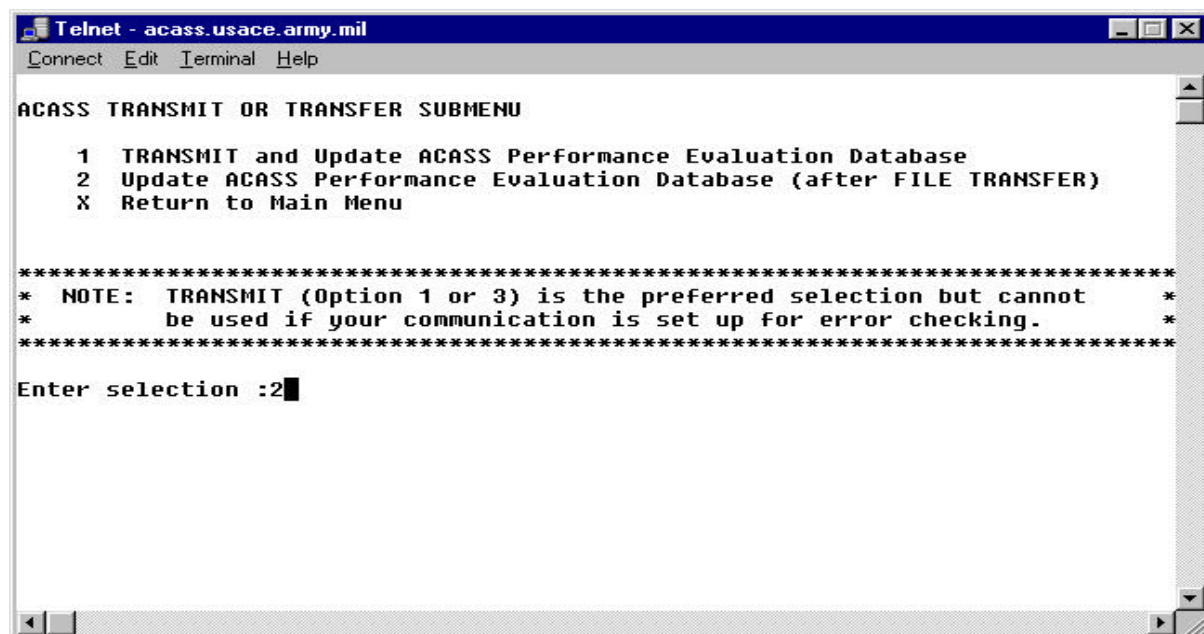
*****
* THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
* EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
* PAST PERFORMANCE.
* QUESTIONS ABOUT ACASS? CALL: 503-808-4591
*****

ACASS APPLICATION MENU

1 ENTER Criteria and Find Qualified Firms
2 VIEW/PRINT SF254, Award Data, and Performance Data
3 Reserved
4 SEARCH for Firm Name
5 Reports Of Various Kinds
6 Help: Procedural Guidance and News Bulletins -
7 View Terminal Output From Options 1 and 2
8 TRANSMIT and Update database or Update After File Transfer
X EXIT (Back to System (/) Prompt)

Enter selection :8
```

The following screen will appear:



The screenshot shows the "ACASS TRANSMIT OR TRANSFER SUBMENU" in the Telnet window. The menu text is as follows:

```
ACASS TRANSMIT OR TRANSFER SUBMENU

1 TRANSMIT and Update ACASS Performance Evaluation Database
2 Update ACASS Performance Evaluation Database (after FILE TRANSFER)
X Return to Main Menu

*****
* NOTE: TRANSMIT (Option 1 or 3) is the preferred selection but cannot
* be used if your communication is set up for error checking.
*****

Enter selection :2
```

a) Select/enter 2 to update the database after file transfer. The following screen will appear:

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

This procedure allows you to UPDATE the
ACASS Performance Evaluation data base
on the WPC SUN SOLARIS
with data you have transferred

Please enter the HOST file name you entered on
the VistaCOM File Transfer screen when
you transferred your data.

DO NOT USE POUND SIGNS (#) OR PERIODS (.) IN THE NAME.

For example: SF1421_DATA

OR
Enter 'X' to exit

Enter file name :send2631
```

- b) Enter the file name identified in the “put” command of the FTP process. If following the provided instructions exactly, this would be “send2631”. Select <enter>. The following screen appears:

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

This procedure allows you to UPDATE the
ACASS Performance Evaluation data base
on the WPC SUN SOLARIS
with data you have transferred

Please enter the HOST file name you entered on
the VistaCOM File Transfer screen when
you transferred your data.

DO NOT USE POUND SIGNS (#) OR PERIODS (.) IN THE NAME.

For example: SF1421_DATA

OR
Enter 'X' to exit

Enter file name :send2631
Identify your agency from the following:

1. Corps of Engineers
2. Other Agency

Enter 1 or 2 :2
```

- c) Select Corp of Engineers or Other Agency. This selection determines the output of the next step of the process.
- If Corps of Engineers is selected, the update jobs runs in the background, the user receives a print out and the process is essentially completed.
  - If Other Agency is selected, the update job runs and updates the screen to reflect the status. The user can see immediately whether the update process resulted in an “inserted” record. This example continues with the choice of “Other Agency”. Select 2 and <enter>. The following screen will appear:



```

Telnet - acass.usace.army.mil
Connect Edit Terminal Help
060211b
-----
done--
-----
The update is complete

About to list the Summary Report:
<CR> to continue:
060211B PERFORMANCE EVALUATION SUMMARY OF TRANSACTIONS 28-JAN-00 PAGE

FIRM NO CONTRACT NO ORDNO EVAL DATE TYPE ACTION TAKEN
-----
099999 DACA5698C0101 22-MAY-07 D INSERTED
-----

<End of Report>
This is the end of the ACASS Update procedure
Hit enter to continue

```

This indicates that the performance evaluation was successfully stored in the database.

- d) "Inserted" indicates the performance evaluation stored successfully in the database. If the message "Duplicate Record: Eval Ignored" displays the evaluation just submitted did not store in the database. Select <enter> and the following screen will appear:

```

Telnet - acass.usace.army.mil
Connect Edit Terminal Help
099999 DACA5698C0101 22-MAY-07 D INSERTED
-----

<End of Report>
This is the end of the ACASS Update procedure
Hit enter to continue

ACASS TRANSMIT OR TRANSFER SUBMENU

1 TRANSMIT and Update ACASS Performance Evaluation Database
2 Update ACASS Performance Evaluation Database (after FILE TRANSFER)
X Return to Main Menu

*****
* NOTE: TRANSMIT (Option 1 or 3) is the preferred selection but cannot *
* be used if your communication is set up for error checking. *
*****

Enter selection :x

```

- e) Select "x" to return to the ACASS menu. The following screen will appear"

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

Architect-Engineer Contract Administration Support System (ACASS)

*****
* THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
* EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
* PAST PERFORMANCE.
* QUESTIONS ABOUT ACASS? CALL: 503-808-4591
*****

ACASS APPLICATION MENU

1 ENTER Criteria and Find Qualified Firms
2 VIEW/PRINT SF254, Award Data, and Performance Data
3 Reserved
4 SEARCH for Firm Name
5 Reports Of Various Kinds
6 Help: Procedural Guidance and News Bulletins -
7 View Terminal Output From Options 1 and 2
8 TRANSMIT and Update database or Update After File Transfer
X EXIT (Back to System (/) Prompt)

Enter selection : █
```

## PC Program Functions

ACASS V1.0 BLOCKS 1 - 7

1. A-E CONTRACT #

2. CONSTRUCTION CONTRACT #

TYPE OF EVALUATION

3a. PHASE OF COMPLETION ☐ 3b. COMPLETION ☐ 3c. TERMINATION CODE ☐

Interim, Final Design, Engineering Services, Construction, Termination Convenience, Default

PERCENT COMPLETED  4. PROJECT NUMBER  5. DELIVERY ORDER NUMBER

7a. PROJECT TITLE AND LOCATION

7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED IN TITLE (150 characters maximum)

6. CONTRACTOR

A-E CONTRACTOR ID #

NAME

ADDRESS

CITY

STATE  ZIP  PROVINCE

COUNTRY

Command Buttons

Screen buttons

### ADD Evaluation

To enter a new performance evaluation:

1. Select the ADD button, "Add" will appear in the upper right corner of the screen.
2. Enter the pertinent information.
3. Select the Screen buttons to complete the performance evaluation data entry.
4. Select DONE on the remaining screens to return to this first screen.
5. Select the SAVE button to save the current information.

### Find Evaluation

To recall a previously entered performance evaluation:

1. Select the FIND button, if the screen does not change (the scroll button does not appear) then there are no evaluations
2. Click the scroll button to show a list of performance evaluations

ACASS V1.0 BLOCKS 1 - 7

1. A-E CONTRACT # F41636-97-C-0011 | 0

2. CONSTRUCTION CONTRACT # F41636-97-C-0011 | 0

TEST contract | 0

TYPE OF EVALUATION

TYPE OF EVALUATION

3. Select the performance evaluation. The performance evaluation data will appear in the performance evaluation screen.



## Edit Evaluation

To edit a performance evaluation:

1. Recall the performance evaluation of interest using the FIND button
2. Select the EDIT button, "Edit" will appear in the upper right corner of the screen.
3. Make the necessary changes
4. Select the SAVE button to save the current changes.

**NOTE:** If data is changed without first selecting the EDIT button, don't panic. The changes may be saved by selecting the EDIT button and then the SAVE button.

## Delete Evaluation

To delete a performance evaluation:

1. Recall the performance evaluation of interest using the FIND button
2. Select the DELETE button. The following prompt will appear:

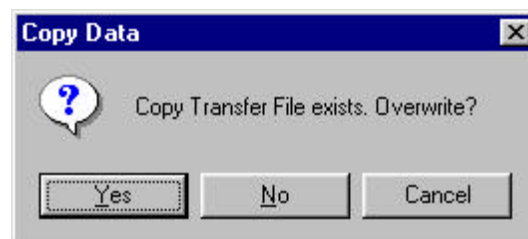


3. The user will be prompted for a confirmation of the delete, answer YES or NO. This is a final action. **Performance evaluations deleted from the PC Program can not be retrieved.**

## Copy Evaluation

To copy a single performance evaluation for import into another copy of the PC Program:

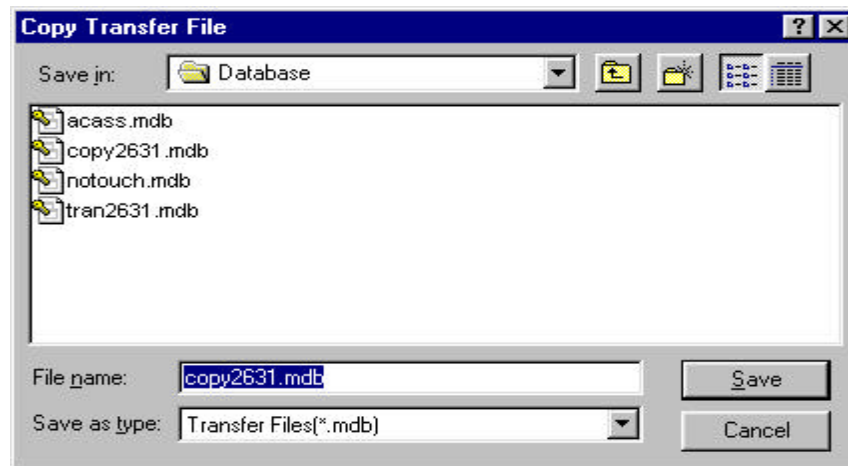
1. Recall the performance evaluation of interest using the FIND button
2. Select the COPY button. The following screen will appear:



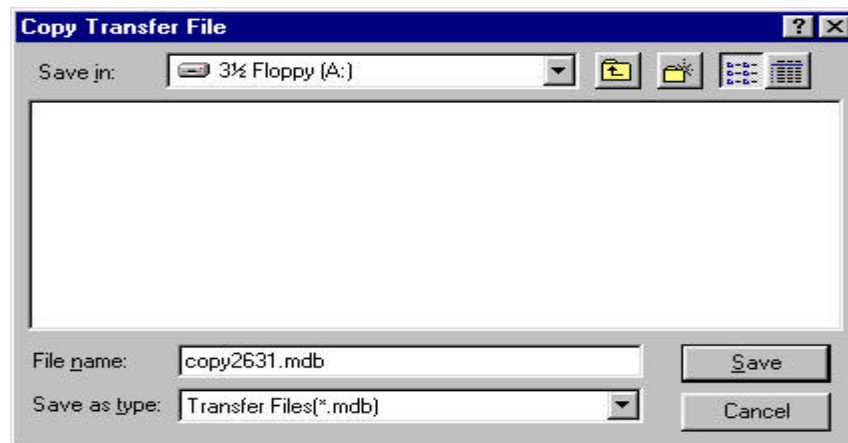
**Note:** If the current file already exists in the target database the previous message is replaced with the following message:



3. Select YES and the following dialog box displays:

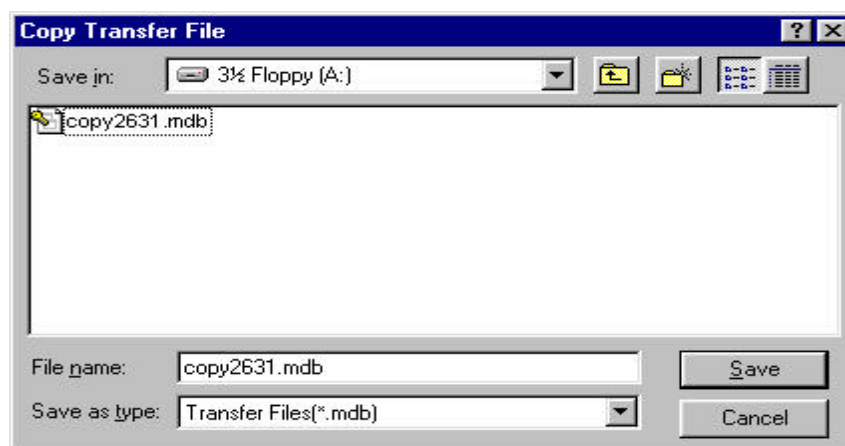


4. Select the location to save the file. It is recommended that the file be saved to a local floppy drive.



5. Select SAVE to save the file to this location and complete the COPY process.

**NOTE:** If a file of the same name (copy2631.mdb) already exists at the specified directory location the previous screen will look like the following:



6. Select SAVE and the following screen appears:



7. Select YES to overwrite the file in the specified location. NO will abort the COPY function.
8. Use the Import function and instructions to bring this data into the copy of the PC Program on another computer.

To copy multiple evaluations for import into another copy of the PC Program:

1. Use the FIND function to select the performance evaluation
2. Select YES to "Copy Transfer file exists. Overwrite?" prompt for the first evaluation
3. SAVE file to a floppy disk
4. Use FIND to find the next performance evaluation
5. Select NO to "Copy Transfer file exists, Overwrite?" prompt for each evaluation after the first.
6. SAVE file to floppy disk, always overwriting the copy that is already there.
7. On the target copy of the PC Program, use the import function to bring the data into the program

To create a copy of an evaluation within the current copy of the PC Program:

1. Use the steps outlined above to create the "copy" file on a floppy disk
2. Use the steps outlined under "Import Function" to bring the data into the PC Program. After the file location is identified and OPEN is selected, the following screen will appear:



3. Select YES to append this evaluation into the PC Program (this will create a second copy of the one that already exists within the software).  
Select NO to replace the evaluation that already exists within the PC Program.  
Select CANCEL to abort this function and make no changes to the PC Program.

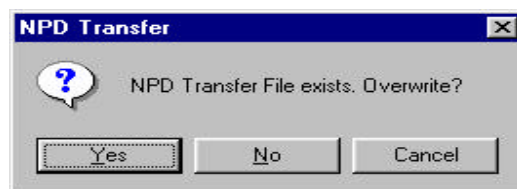
## NPD Transfer

To generate the NPD transfer for upload to the mainframe database for an evaluation:

1. Select the NPD button.
2. The PC Program begins a series of data verifications. If required information was not entered in the selected performance evaluation it will be indicated in a message box and you will be asked if you would like to edit the information. Select YES or NO.
  - a) If YES is selected, the screen containing the information which needs to be added or changed will be activated. Enter the information and select Done.
  - b) If NO is selected, the NPD transfer process will be aborted.

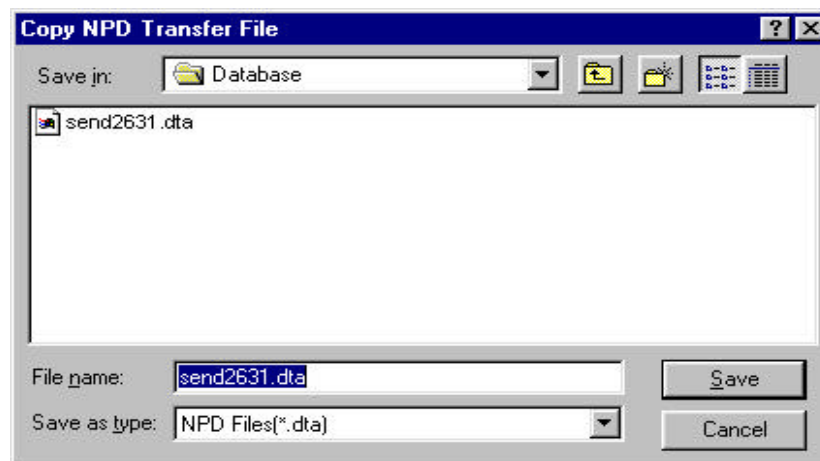
**Note:** Be aware that there are other data errors only the Mainframe Database can identify. These will be made known to you when you receive the output from the Mainframe database upload process. This information will print either on screen or at a local high speed printer, if you are a COE office. Once you are aware of an NPD mainframe identified error, return to the PC Program and use the FIND then EDIT then SAVE options to correct the information. Re-generate the NPD transfer file and resubmit it to the Mainframe Database.

3. After the PC Program completes the data verifications and you have entered or edited all required fields the following prompt will appear:



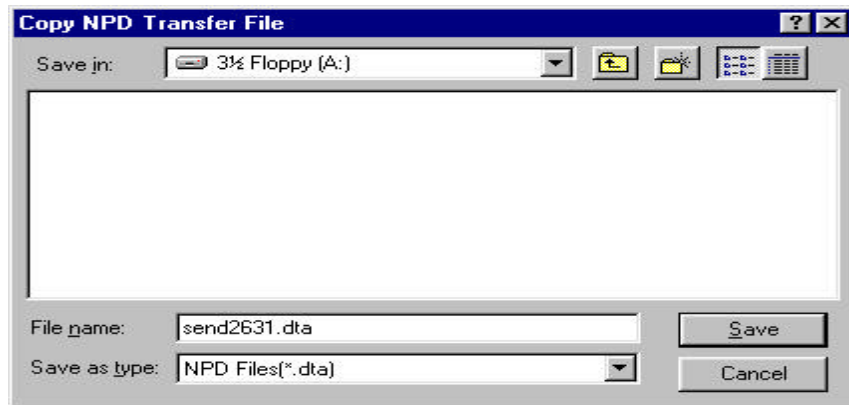
4. Select YES. The user is then prompted for a directory path to write the information to. The following screen contains the default path and filename which must be changed. **It is highly recommended that the path be changed to a local floppy drive.**

Default path:

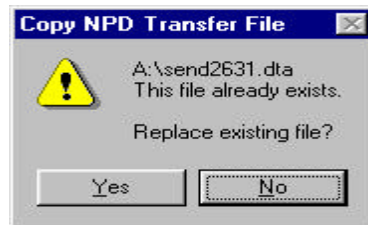


**Example of the recommended procedure of copying to a local floppy disk.**

Change to:



5. Select SAVE to write the file to the specified directory.  
If the file already exists in the location specified, the following prompt appears:



6. Select YES to replace the existing file. If NO is selected, the directory path screen reappears so a different path can be selected.

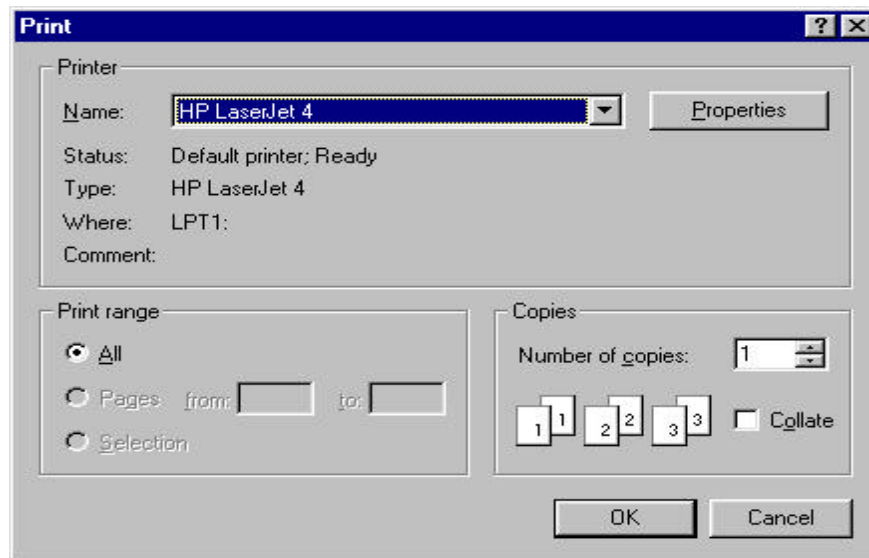
Create NPD Transfer file containing multiple evaluations:

- Use the FIND function to select the performance evaluation
- Select YES at the "NPD Transfer file exists. Overwrite?" prompt for the first evaluation
- Select NO at the "NPD Transfer file exists. Overwrite?" for each additional evaluation. This will append the information.
- The first step will empty the file of old information and write the new evaluation. The subsequent steps will add (append) the additional evaluations

## Print Evaluation

To print the performance evaluation:

1. Select the PRINT button. The print dialog box will appear.

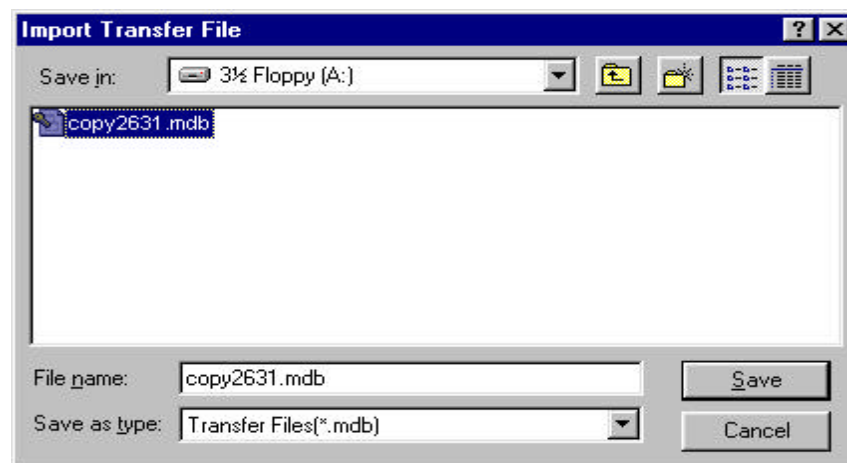


2. Select the printer and number of copies to print, as you would for any other Windows application.
3. Select OK to print or CANCEL to abort the print function.

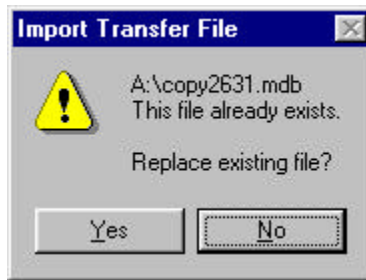
## IMPORT Evaluation

To import a performance evaluation file generated using the COPY function on another copy of the PC Program:

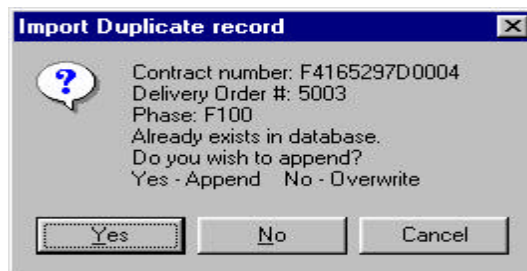
1. From screen ACASS V1.0 Block 1 – 7, select the IMPORT button. The following screen will appear:



2. Select the location of the copy2631.mdb file you wish to import. The location will be the same directory and path used during the COPY function.
3. Select SAVE. (CANCEL will abort the IMPORT function.) The following message will appear:



4. Select YES and the data will be imported.  
If the performance evaluation already exists in the PC Program database, the following message will appear:



Select YES, to append the data to the database  
Select NO to overwrite the current evaluation in the database or  
Select CANCEL to abort the operation

## Save Evaluation

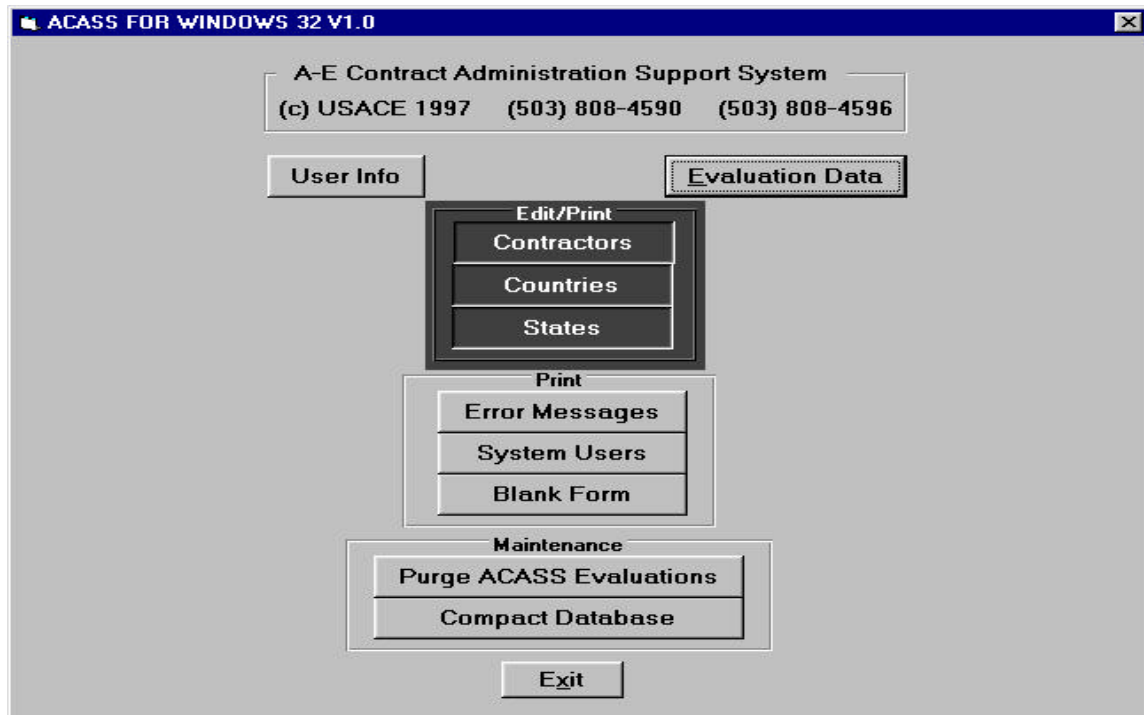
SAVE is used in conjunction with ADD and EDIT to save changes to the performance evaluation.

## Exit

Exits the performance evaluation screen and returns the user to the main menu.

## Support Information

There are three main tables of information that are used as look-up lists to support the entry of performance evaluation data. These tables are the Contractors, Countries and States tables. The user can add, edit, delete or print information in these tables. Each of these tables can be selected from the Main Menu.



### Contractors

Select this button to add contractor information to the database file. This is an optional function. The user may choose to enter the contractor information directly into the evaluation form each time. If the Contractor information is entered directly into the performance evaluation form it is not saved in the Contractor database file for future use.

If the information is entered using the CONTRACTORS button, it may be retrieved when you select the Contractor's firm number in the performance evaluation screen. The contractor's address, city, state, and country will be automatically retrieved.



When the CONTRACTORS is selected the following screen will be displayed:

ACASS V1.0

CONTRACTOR INFORMATION

A-E CONTRACTOR ID #: 11122233

NAME: Test Firm 1

ADDRESS: 111 SW First Avenue, Suite 201

CITY: Portland

STATE: OR ZIP: 97203

PROVINCE: COUNTRY: US

Record Scroll

Buttons: Add, Edit, Delete, Print, Save, Exit

Field	Description
A-E Contractor ID #	Enter the Contractor's firm number which is assigned by the Contractor Appraisal Information Center
Zip	Enter the Contractor's nine digit zip-code
Province	If the Contractor is a Canadian firm, enter the Contractor's Province
Country	Enter the Contractor's two character country code if this is a foreign country based company.

Command Button	Function
Record Scroll	Using the mouse select the arrow to move to the first, last, previous or next contractor record
Add	Select this button to add a new contractor to the database file. This must be selected prior to the entry of any data for the new contractor.
Edit	Select this button to edit a current contractor record. This must be selected prior to changing any contractor information.
Delete	Select this button to delete the contractor record that is currently displayed.
Print	Print all Contractor information.
Save	Select this button to save new or edited contractor information.
Cancel	Exit the Contractor information screen and return to the Main Menu

First use:

The first time this function is opened all buttons will be inactive (grey) except SAVE and CANCEL. When there is no Contractor information stored, this screen automatically opens in the ADD mode. Enter Contractor information immediately. When finished select SAVE to save the Contractor information. When the information is saved all buttons become active with the exception of the SAVE button, which is now inactive (grey).

### Add a Contractor

Users may add new contractors by selecting the ADD button. After selecting the ADD button all fields in the Contractor Information screen will be blank and ready for data entry. When the user has entered all information they must select SAVE to store the Contractor Information.

### Edit a Contractor

Users may edit Contractor data by using the Record Scroll function to view the record they wish to edit and selecting the EDIT button. After the necessary changes are made the user must select the SAVE button to store the changes.

### Save a Contractor

The SAVE button is used in conjunction with the ADD and EDIT functions as previously described.

### Delete a Contractor

Users may delete Contractor data by using the Record Scroll function to view the record they wish to delete and selecting the DELETE button. The program will ask whether they wish to delete the current record. The user may indicate YES to delete or NO to cancel the request.

### Print Contractor information

The user may print all of the data in the Contractor database file using this selection.

## Search for Contractor

Use Contractor information for data entry in performance evaluation:

### Search for Contractor

After Contractor data has been entered in the Contractor table that information can be retrieved for use in the performance evaluation in the following manner:

1. When a performance evaluation is being added or edited, the SEARCH button in the Contractor portion of the screen is enabled, indicating that it can be selected:

The screenshot shows a form titled "6. CONTRACTOR". It contains several input fields: "A-E CONTRACTOR ID #" (with a "Search" button to its right), "NAME", "ADDRESS", "CITY", "STATE", "ZIP", "PROVINCE", and "COUNTRY" (with a dropdown menu). Below these fields is a row of buttons: "ADD", "FIND", "EDIT", "DELETE", "COPY", "NPD", "PRINT", "IMPORT", "SAVE", and "CANCEL". The "SEARCH" button is highlighted, indicating it is enabled.

2. When the cursor is placed in the in the A-E Contractor ID # field and the SEARCH button is selected the field is highlighted and a scroll button is added:

This screenshot is similar to the previous one, but the "A-E CONTRACTOR ID #" field is now highlighted in blue. A small "Scroll Button" (a square button with a downward arrow) has appeared to the right of the field. A label "Scroll Button" with a pointer indicates this new button. The "Search" button remains highlighted.

3. When the scroll button is selected a list of Contractors, entered through the Support Table-Contractor button on the Main Menu, drops down:

This screenshot shows the same form, but the "A-E CONTRACTOR ID #" field now has a dropdown menu open. The dropdown list contains three entries: "111111 A test fir Portland OR", "22222 A second t Portland OR", and "33333 A third te Portland OR". The "Search" button is still highlighted.

- Click the firm for the evaluation from the list. The firm information will then be updated on the screen:

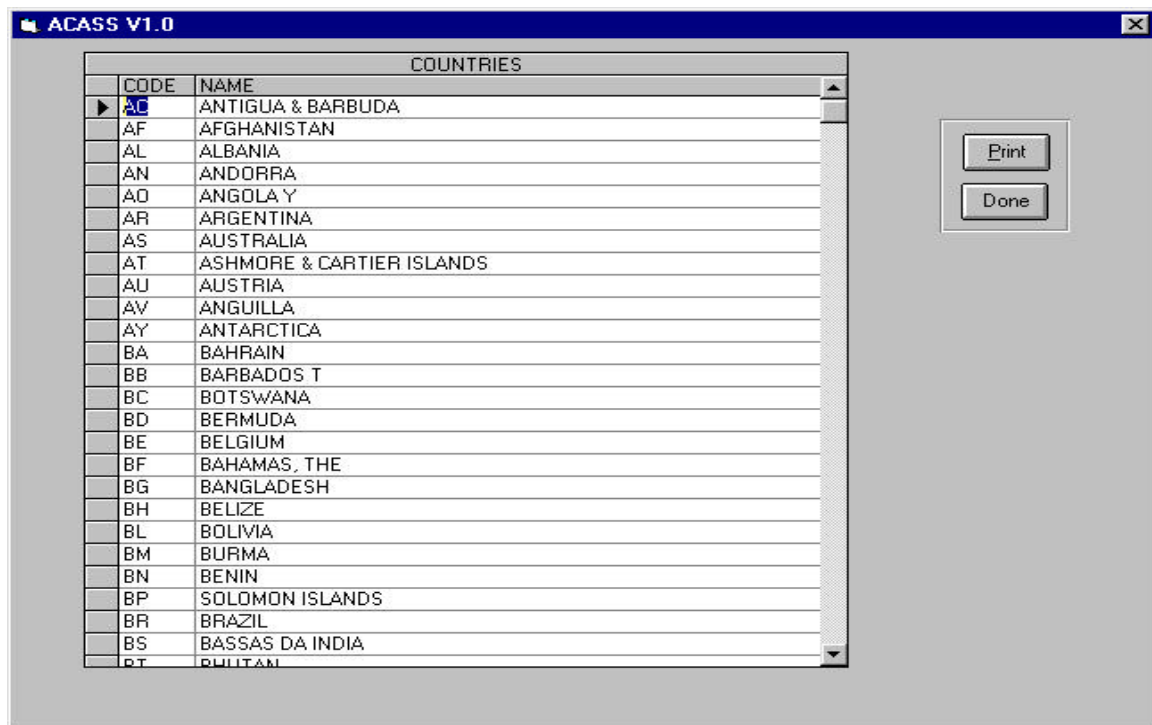
A screenshot of a software interface for entering contractor information. The form is titled "6. CONTRACTOR" and contains several input fields. The "A-E CONTRACTOR ID #" field is populated with "33333" and has a "Search" button to its right. Below this are fields for "NAME" (containing "A third test firm"), "ADDRESS" (containing "333 SE Third Street"), "CITY" (containing "Portland"), "STATE" (containing "OR"), "ZIP" (containing "95552"), "PROVINCE" (empty), and "COUNTRY" (containing "US" with a dropdown arrow). At the bottom of the form is a row of buttons: "ADD", "FIND", "EDIT", "DELETE", "COPY", "NPD", "PRINT", "IMPORT", "SAVE", and "CANCEL".

6. CONTRACTOR			
A-E CONTRACTOR ID #		33333	Search
NAME	A third test firm		
ADDRESS	333 SE Third Street		
CITY	Portland		
STATE	OR	ZIP	95552
		PROVINCE	
COUNTRY	US		
[ADD] [FIND] [EDIT] [DELETE] [COPY] [NPD] [PRINT] [IMPORT] [SAVE] [CANCEL]			

- When SAVE is selected the performance evaluation information as well as the Contractor information is saved.

## Countries

Select this button from the Main Menu to add, edit or print the country database file. The following screen is displayed:



### Add a country

- Using the scroll bar to the right of the country field scroll to the bottom of the Country list. The last record in the table will be blank and have an "\*" at the far left.
- Enter the new Code in the Code column and the Country name in the Country column.

### Edit a country

- Use the scroll bar to move to the record that you wish to edit.
- Using the mouse, select the text you would like to change in the Code or Country column.
- Type the correction.
- Select DONE to save the changes. If you attempt to print the list to verify your changes you must first select DONE, which saves the information and takes you to the Main Menu. Then select Countries to view the list and PRINT to print it.

### Print Countries

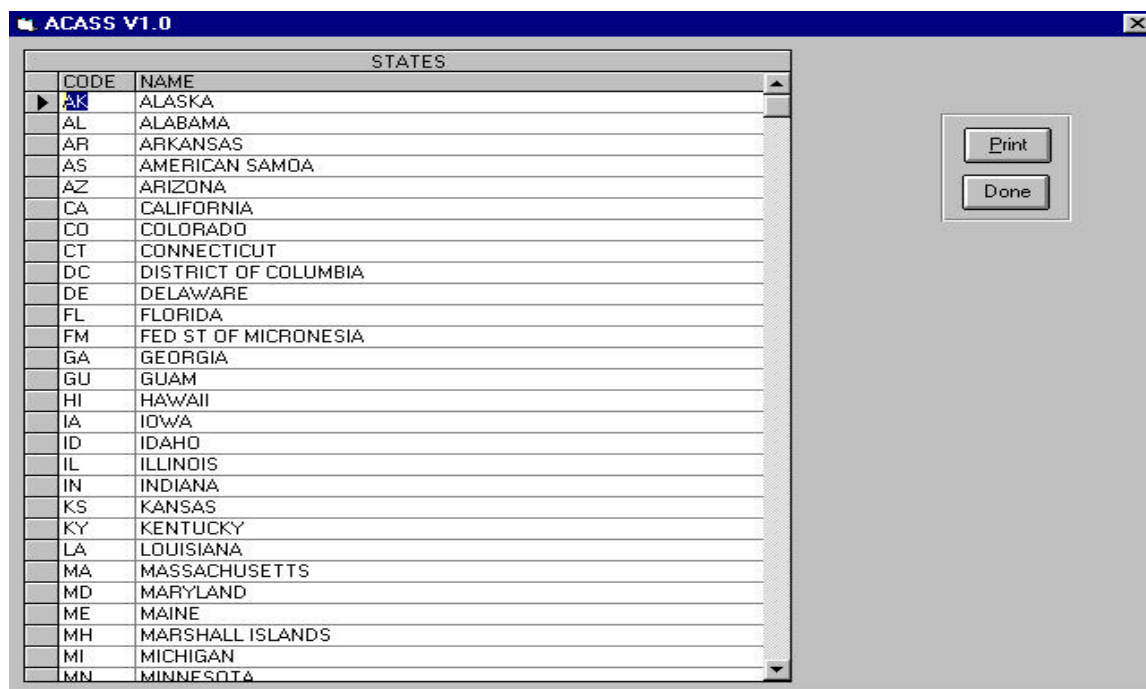
- Select the PRINT button to print a list of the current countries listed in the database file.

### Return to Main Menu

- Select DONE to return to the Main Menu. If you have made changes to information within the Country list, DONE also saves these changes.

## States

Select this button from the Main Menu to add, edit or print the state database file. The following screen is displayed:



### Add a state

- Using the scroll bar to the right of the state field scroll to the bottom of the State list. The last record in the table will be blank and have an "\*" at the far left.
- Enter the new Code in the Code column and the State name in the State column.

### Edit a state

- Use the scroll bar to move to the record you wish to edit.
- Using the mouse, select the text you would like to change in the Code or State column.
- Type the correction.
- Select DONE to save the changes. If you attempt to print the list to verify your changes you must first select DONE, which saves the information and takes you to the Main Menu. Then select States to view the list and PRINT to print it.

### Print States

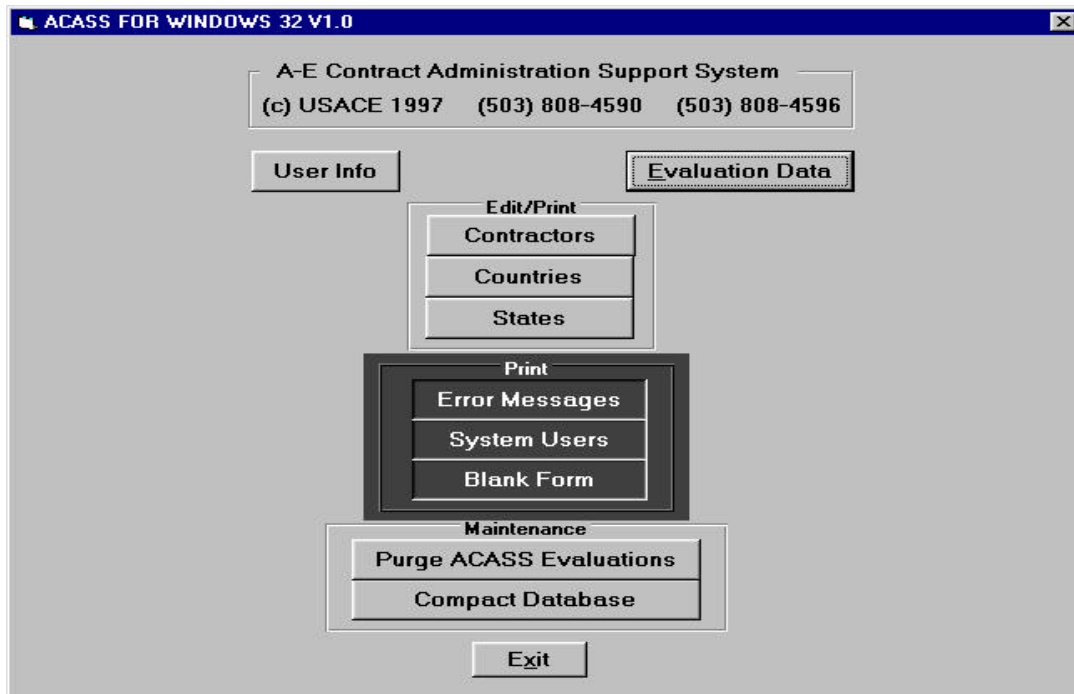
- Select the PRINT button to print a list of the current states listed in the database file.

### Return to Main Menu

- Select DONE to return to the Main Menu. If you have made changes to information within the State list, DONE also saves these changes.

## Print Support Information

Support Information, which can be printed from the PC Program, includes lists of error messages and system users as well as the ability to print a blank evaluation form. These items are printed by selecting the appropriate button. When the button is selected a printer dialog box appears. Print these items as you would any other information within a Windows program. Identify the appropriate printer, the page range and the number of copies and complete the print process or cancel.



### Error messages

This option will print a list of the error messages used within the PC program.

### System Users

This option will print a listing of all system users with their default information.

### Blank Evaluation Form

This option prints a blank evaluation form.

## Maintenance

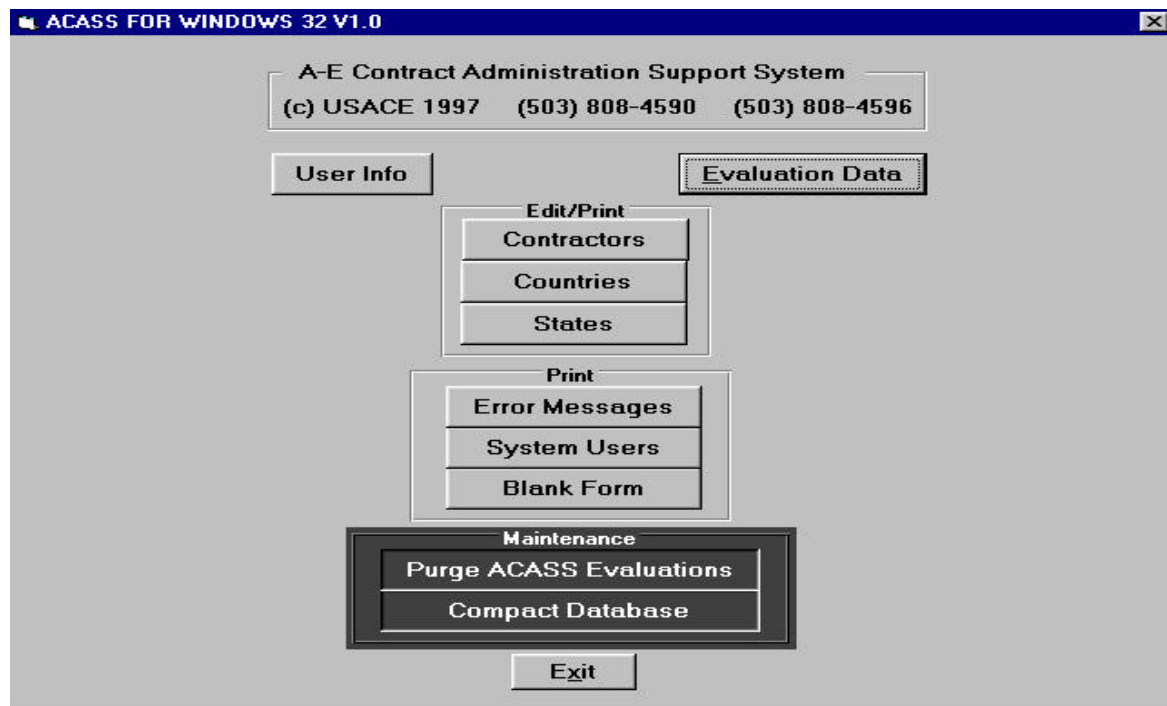
The PC Program is a software program designed to facilitate the creation and submittal of performance evaluation data to the Mainframe database. The PC program maintains local storage of the performance evaluation data the user has entered. The performance evaluation submitted to and stored in the mainframe database is the centrally archived copy that is used nationally and internationally by Corps and DOD personnel for source selection purposes.

Once the data has been submitted to the mainframe database, the information may be purged from the PC program. The amount of data that is stored in the PC program may be a factor in the personal PC performance.

- 1) Select the PURGE ACASS EVALUATIONS button.
- 2) Verify that you wish to delete all performance evaluations for the current user. Select YES to continue or NO to cancel.

**NOTE:** This function must be used with caution. When the evaluations are deleted there is no recovery. The function can not be undone.

The PC Program uses a database to store performance evaluation data. Occasionally this database will need to be compacted. Select the COMPACT DATABASE function. The PC Program database should not be confused with the mainframe database.





## Internet

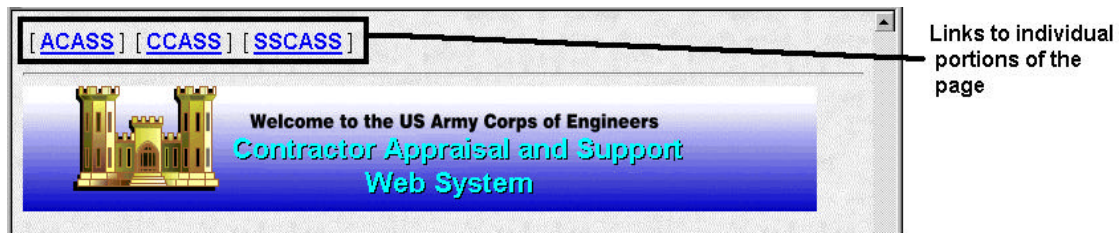
The ACASS system contains firm qualification information (SF254), firm past performance information (DD2631) and firm award information (DD350). This information is made available to all members of the federal government. Due to the For Official Use Only designation of source selection information, the ACASS system is not open to the firms.

If firms wish to obtain copies of the information about them in this system they must submit a written request to the contracting office they routinely perform work for or the Contractor Appraisal Information Center where the ACASS system is maintained. The requests from the firm must be on company letterhead with an official signature and can be mailed or faxed. Individual branch offices of a firm can only request the information associated with their office. A request from the parent office, as indicated on the current SF254 on file in the ACASS system, can include information for all branch offices.

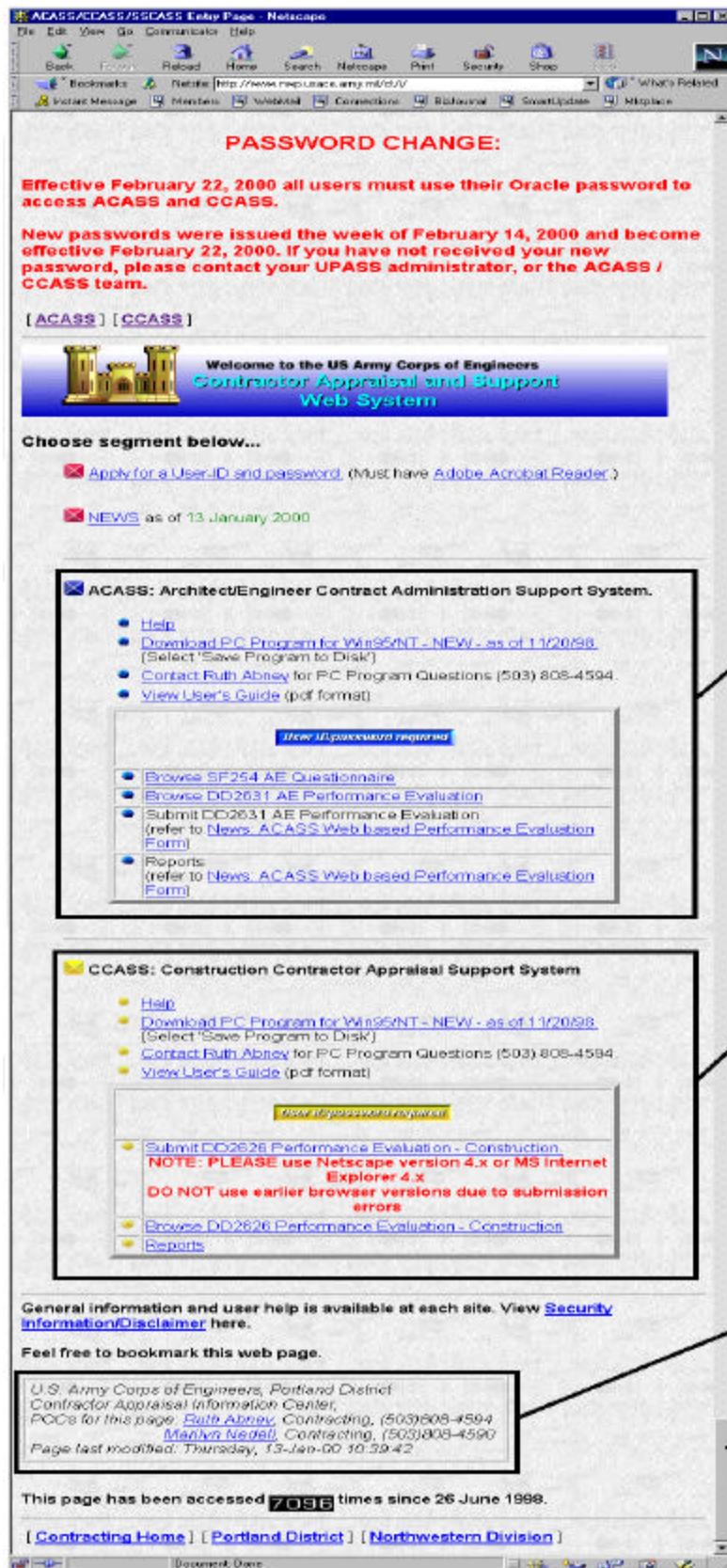
The performance evaluation and SF254 data in the ACASS central database can be browsed over the internet. The user must have a web browser and access to the internet. The web page address is <http://www.nwp.usace.army.mil/ct/i/>.

### ACASS CCASS SSCASS Page Header

The top of the web page includes links to the different portions of the page. The top portion of the screen looks like the following:



The entire web page looks like the following:



ACASS portion of the web page

CCASS portion of the web page

Points of Contact

Scroll Bar Slider

## Apply for Userid and Password

All federal employees using the ACASS system must have a userid and password. The form provided through this link is **only** for Federal Agency Employees other than the US Army Corp of Engineers employees.

**Choose segment below...**

☒ [Apply for a User-ID and password](#) (Must have [Adobe Acrobat Reader](#).)

☒ [NEWS](#) as of 13 January 2000

### Federal Agency Employees (other than US Army Corps of Engineers)

Federal Agency employee userid and passwords are distributed by the US Army Corp of Engineers, Portland District, Information Management office. The form provided from this web page link must be completed, printed and faxed to the number provided on the form. The form is in a PDF format so a reader is required.

### US Army Corp of Engineer Employees

US Army Corp of Engineer employees must contact the Information System Security Officer (ISSO) for their site. The UPASS capabilities required for access to the ACASS system are:

- WPC21 Sun
- A/CCASS SID S0ACSSP1 on WPC21

The US Army Corp of Engineer employee must also establish a PR&C for CEAP utilization and set up their billing information as prompted by the system the first time they use a direct connection (SignaTerm, Telnet,...). Refer to the instructions provided by the individual Information Management offices for implementation.

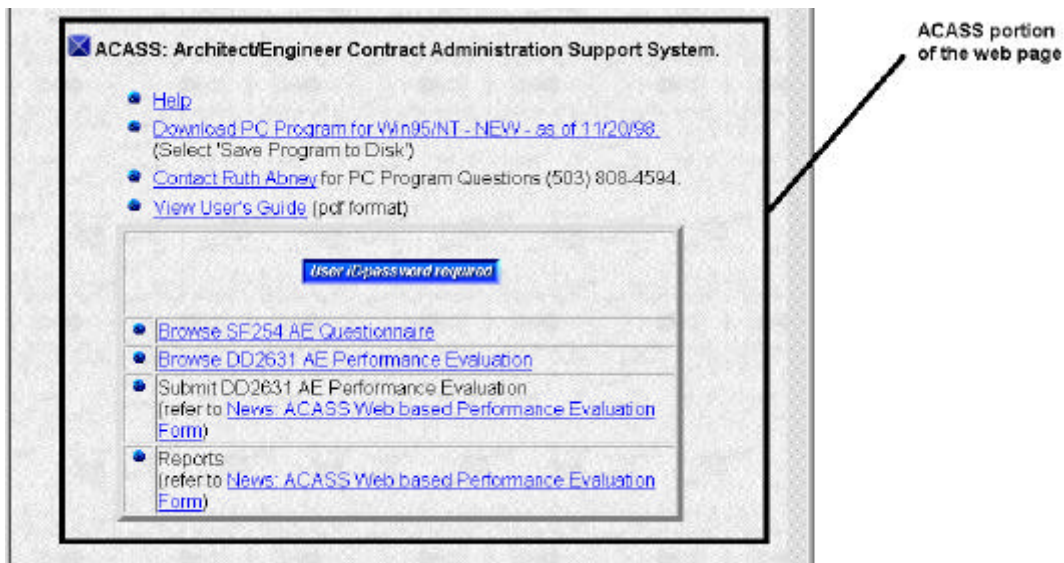
## News

The NEWS link from this page provides instructions and information about different aspects of the ACASS and CCASS system. Examples of items that are included on this page are:

- ACASS Web-based Performance Evaluation Form
- CASS Performance Evaluation Form Version Instructions
- ACASS/CCASS Platform Functionality
- Connecting to ACASS and CCASS on the SUN computer system
- ACASS and CCASS UPASS Capabilities
- Definitions and Acronyms
- Help-Desk

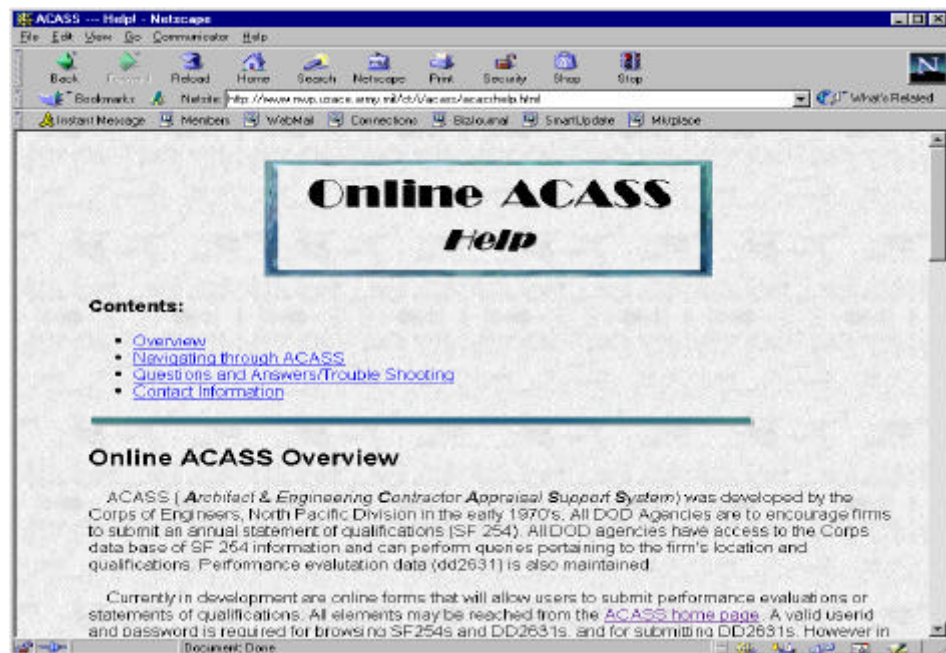
## ACASS

When the ACASS link at the top of the page is selected, the browser immediately moves to the ACASS portion of the page. The ACASS portion of the page looks like the following:



- Help

This web page provides overview information and FAQs for the use of the ACASS system. The top of the web page looks like the following:





- **Download PC Program**

This link enables the user to download the ACASS PC Program referenced throughout this manual. To download the program use the following steps:

1. Select the download link
2. Select "Save to disk"
3. Identify the directory (on the hard drive) to save the install file in
4. Select SAVE to start the download
5. After the file is downloaded, go to "Start", then "Run", locate the file that was downloaded and "Open". This will start the install process.

- **Contact Ruth Abney**

This link provides the e-mail address to contact Ruth Abney for technical support of the ACASS system.

- **View User's Guide**

This link enables the user to view a PDF version of this user's manual. The user has the option of browsing the document and/or printing all or a portion of it.

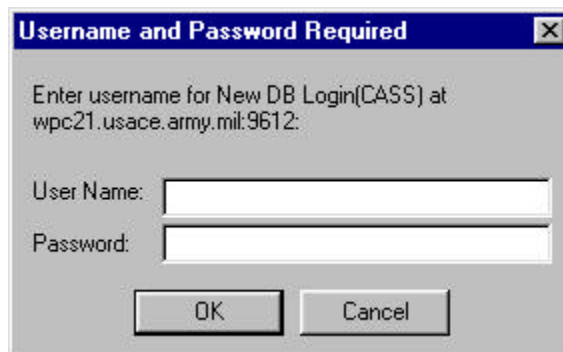
The user must have a PDF file reader, such as Acrobat, in order to open this file.

- **UserID/Password Required**

All items within this box require a userid and password for access.

- **Browse SF254 AE Questionnaire**

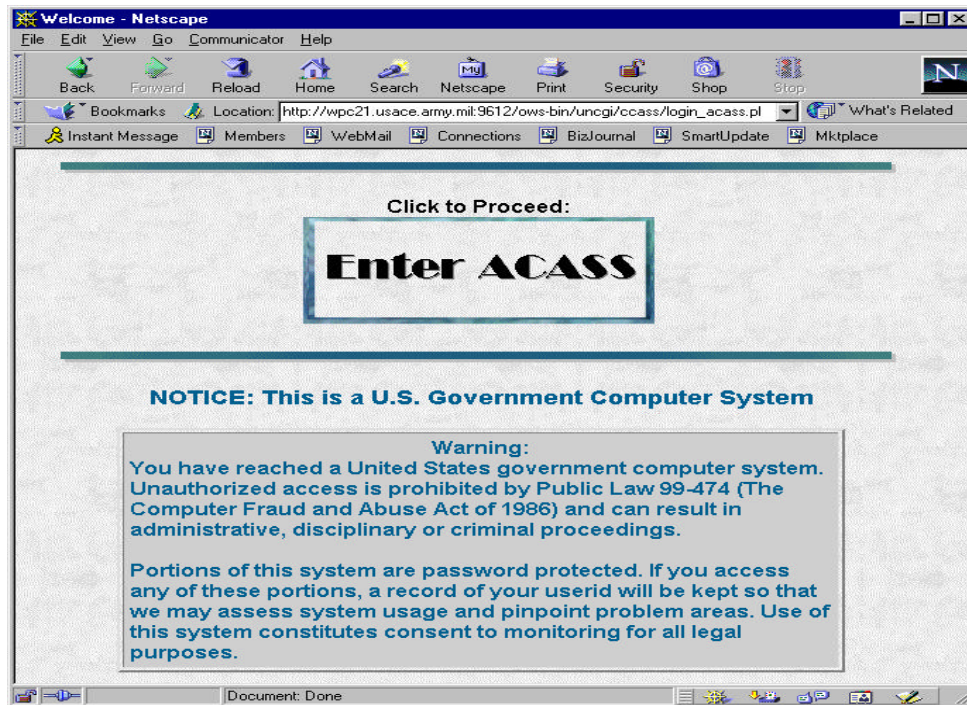
When this link is selected the following screen appears:



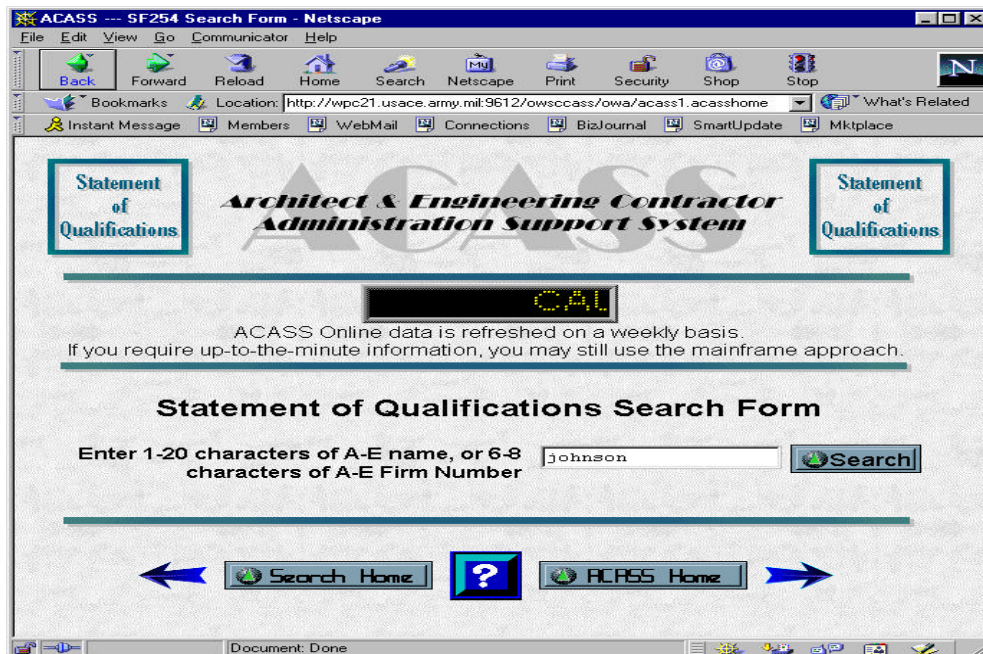
Enter the logon userid and database password, both in lowercase.

**NOTE:** If the previous screen does not appear and the user receives a message indicating that the "server is temporarily not available" then there is typically a firewall communication problem. Starting with the web page prompting for the userid and password, the internet communications are not occurring on the standard port (80). The communications are occurring on port 9612. Each site must create an exception in their firewall to allow this communication.

Select OK. The following screen will appear:

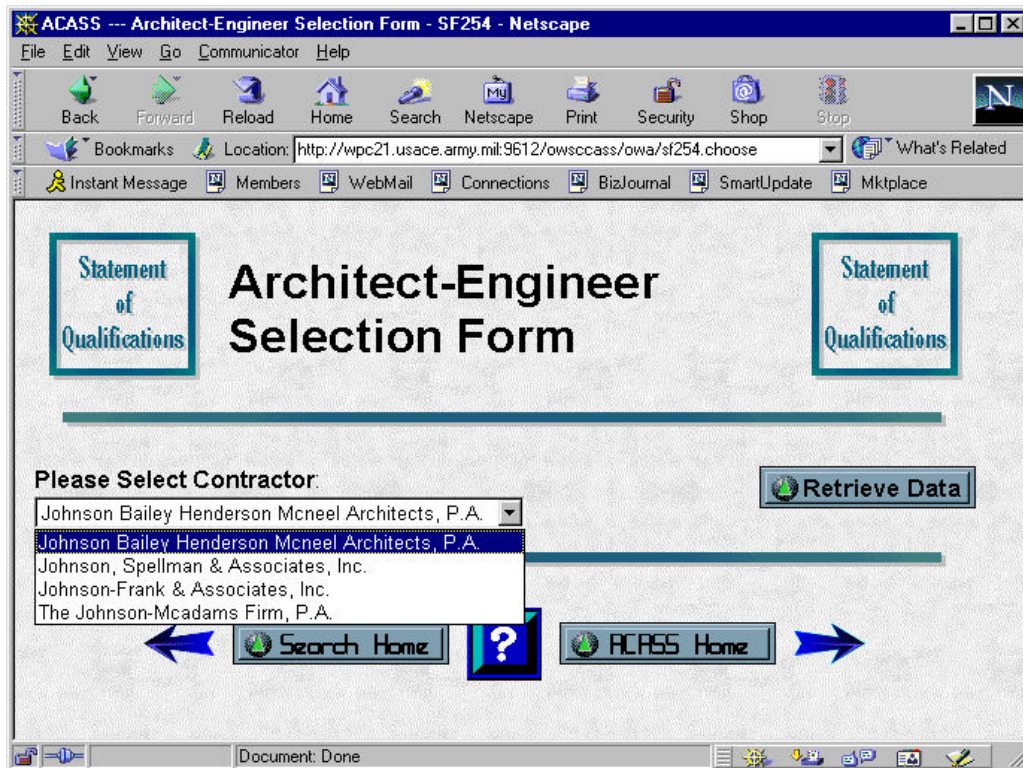


Click ENTER ACASS. The following screen will appear:



Enter a firm number or a firm name and select SEARCH. The following screen shows the results of a search on the name "johnson":





Use the drop down list (shown expanded) to select the firm of interest. For this example, Johnson Bailey... Select RETRIEVE DATA. The following screen will appear:

A-E Name & Address	Date of SF254	A-E Firm Number
Johnson Bailey Henderson Mcneel Architects, P.A. 1855 Lakeland Drive, Bldg O Jackson MS 39216	SEP 99	006731

Select the button with the firm number and the following screen with SF254 data will appear:

**SF 254: JOHNSON BAILEY HENDERSON MCNEEL ARCHITECTS, P.A. - Netscape**

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: [http://wpc21.usace.army.mil:9612/owsscass/owa/acass3.sf254\\_form](http://wpc21.usace.army.mil:9612/owsscass/owa/acass3.sf254_form) What's Related

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace

## Standard Form 254

### Architect-Engineer and Related Services Questionnaire

<b>1. Firm Name &amp; Address</b> JOHNSON BAILEY HENDERSON MCNEEL ARCHITECTS, P.A. 1855 LAKELAND DRIVE, BLDG O JACKSON, MS 39216	<b>2. Year Present Firm Established:</b> 1970	<b>3. Date Prepared:</b> 15-NOV-99
<b>4. Type of Ownership:</b> Corporate Small Business		
<b>5. Parent Company:</b>		
<b>5a. Former Firm Name:</b> JOHNSON BAILEY ARCHITECTS, PA est. 1987		<b>Former Firm Name:</b> JOHNSON ASSOCIATES, PA est. 1983
<b>6a. Contact 1</b>		<b>6b. Contact 2</b>
Name: RICHARD MCNEEL, AIA, VICE	Phone: (601)987-6600	Name: JOSEPH ORR, AIA, VICE
Phone: (601)987-6600		Phone: (601)987-6600

Document: Done

- Browse DD2631 AE Performance Evaluation

When this link is selected the following screen appears:

**Username and Password Required**

Enter username for New DB Login(CASS) at  
wpc21.usace.army.mil:9612:

User Name:

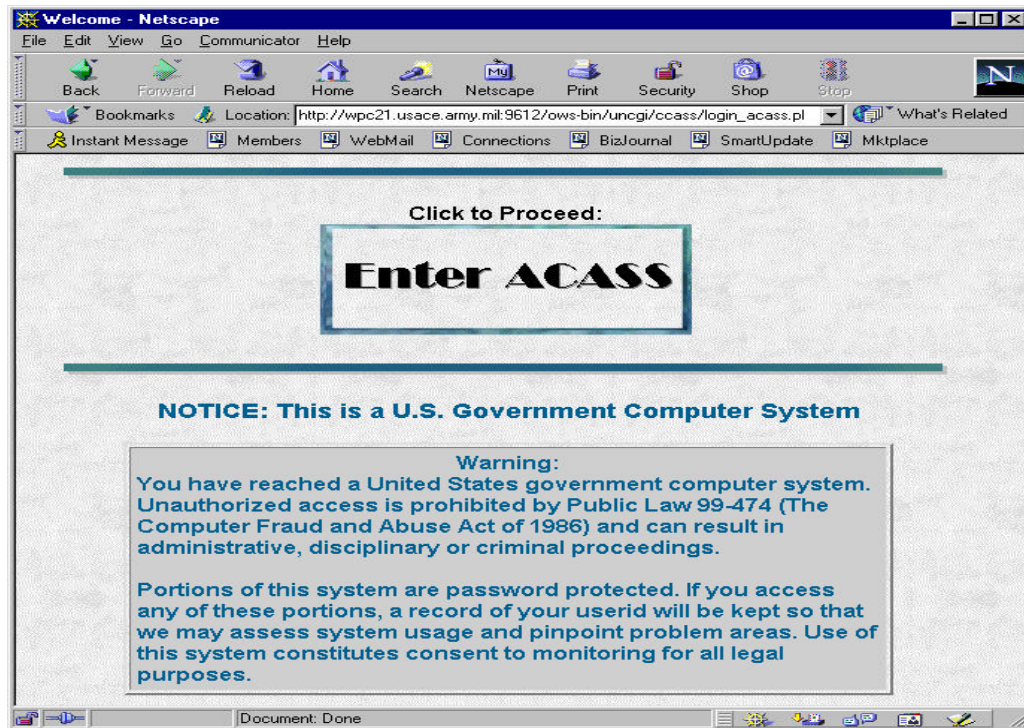
Password:

OK Cancel

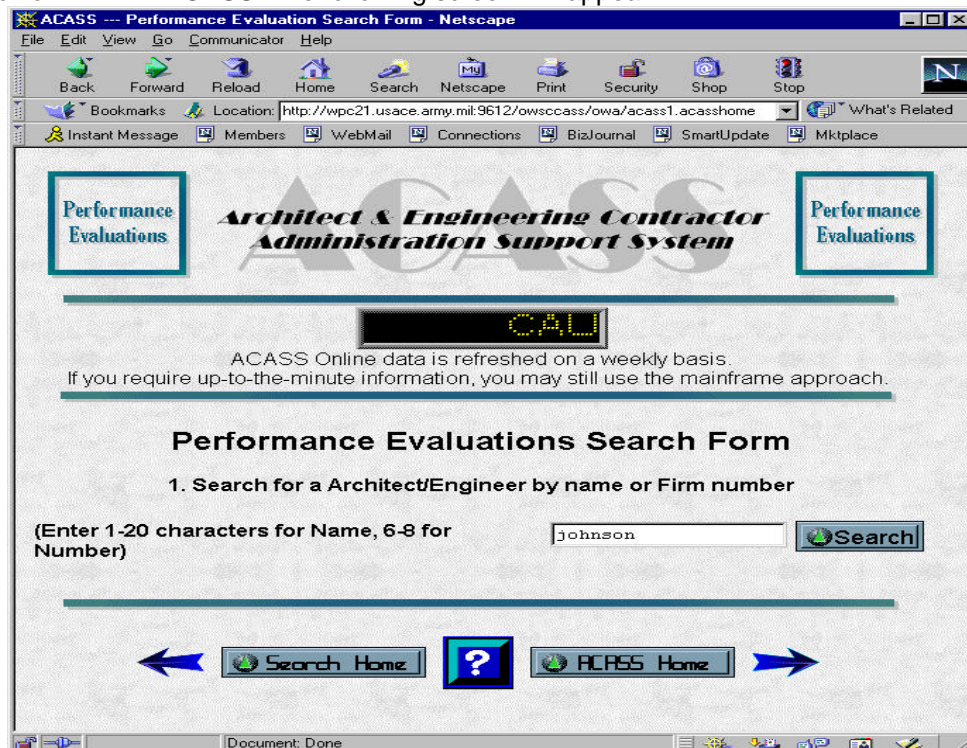
Enter the logon userid and database password, both in lowercase. Select OK and the following screen will appear:

**NOTE:** If the previous screen does not appear and the user receives a message indicating that the "server is temporarily not available" then there is typically a firewall communication problem. Starting with the web page prompting for the userid and password, the internet communications are not occurring on the standard port (80). The communications are occurring on port 9612. Each site must create an exception in their firewall to allow this communication.





Click on ENTER ACASS. The following screen will appear:



Enter the firm name or number, "johnson" in this example, and select SEARCH. The following screen will appear:

**Performance Evaluations**

## Architect-Engineer Selection Form

**Please Select Contractor:**

Johnson-Frank & Associates, Inc.  
 Johnson-Frank & Associates, Inc.  
 The Johnson-Mcadams Firm, P.A. End the selection

[Retrieve Data](#)

[Search Home](#) [?](#) [ACASS Home](#)

Select the specific contractor desired and select RETRIEVE DATA. The following screen will appear:

Address	A-E Contract #	Delivery Order #	Report Type	Rated Date	Firm #
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0003	Design	06-JUL-98	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0005	Engineering Services	13-JUL-98	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0007	Engineering Services	30-APR-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0008	Engineering Services	03-SEP-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0010	Engineering Services	02-SEP-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0011	Engineering Services	29-APR-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0012	Engineering Services	31-AUG-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0013	Engineering Services	01-SEP-99	<a href="#">010411</a>
Johnson-Frank & Associates, Inc. 5150 E. Hunter Avenue Anaheim, CA 92807 US	N6871196D2152	0017	Engineering Services	30-AUG-99	<a href="#">010411</a>

[Search Home](#) [?](#) [ACASS Home](#)

Select the firm number button associated with the performance evaluation of interest. The following screen will appear:



ACASS --- Performance Evaluation - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: http://wpc21.usace.army.mil:9612/owsccass/owa/acass3.peval\_form What's Related

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace

**For Official Use Only**  
**Source Selection Information**  
**Performance Evaluation---Architect-Engineer**

<b>Contractor Name &amp; Address</b>		<b>Key Summary</b>
JOHNSON-FRANK & ASSOCIATES 5150 EAST HUNTER AVENUE ANAHEIM, CA 92807		<b>Prime Contractor:</b> Firm No: 010411 Delivery Order No: 0003 Phase of Completion: Final Eval Date: 06-JUL-98 Overall Rating: Above Average Recommended: Yes Report Type: Design

<b>1. A-E Contractor ID:</b> 010411	<b>A-E Contract No:</b> N6871196D2152	<b>2. Construction Contract No:</b>
--	--	-------------------------------------

<b>3. Type of Evaluation</b>		<b>4. Project Number:</b>	<b>5. Delivery Order Numbers:</b>
<b>Phase of Completion:</b> Final	<b>Report Type:</b> Design	P023	0003

<b>6. Contractor Name and Address</b> JOHNSON-FRANK &	<b>7. Project Title and Location</b> TOPOGRAPHIC SURVEY MAP, P-023 BEQ AT DEL MAR AREA (21 AREA) MCB CAMPEN
--	---

Document: Done

- Submit DD2631 AE Performance Evaluation  
Development of this item has been postponed indefinitely.
- Reports  
Development of this item has been postponed indefinitely.

### Points of Contact

The points of contact, including e-mail addresses and telephone numbers, are contained in this portion of the page.

U.S. Army Corps of Engineers, Portland District  
 Contractor Appraisal Information Center,  
 POCs for this page: [Ruth Abney](#), Contracting, (503)808-4594  
[Marilyn Nedell](#), Contracting, (503)808-4590  
 Page last modified: Thursday, 13-Jan-00 10:39:42

#### Mainframe Database

The ACASS Mainframe Database is maintained by the Contractor Appraisal Information Center. This system is the central repository for Architect-Engineer contractor performance evaluation data used by the Department of Defense. A few of the agencies which use this system include the Army, Navy, Corps of Engineers, and Air Force.

#### **Connecting to the Mainframe Database**

There are two basic means of connecting to the Mainframe database:

- local area networks including telnet and the defense data network or
- modem and the commercial 1-800 number.

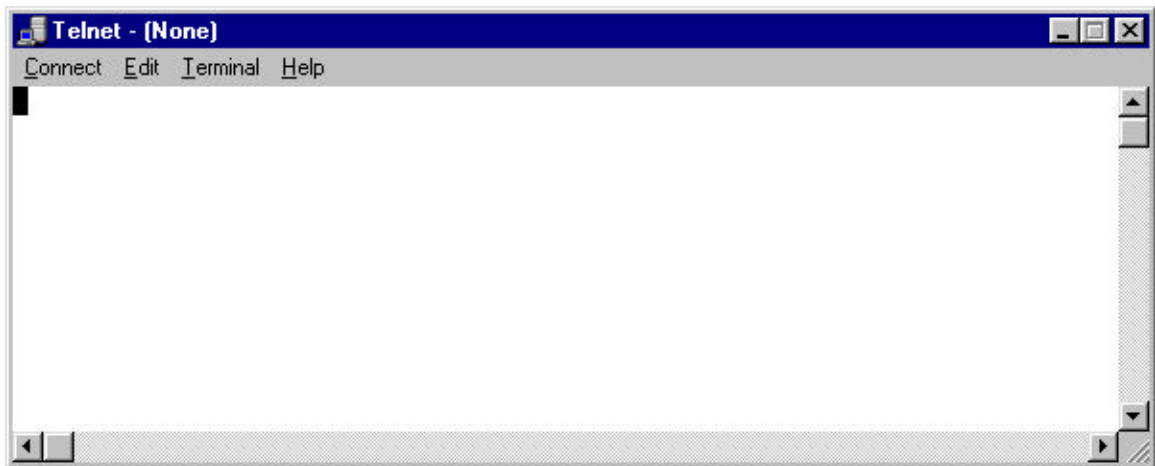
The information management personnel supporting the individual offices can determine which means of connection is appropriate. Following are generic instructions and examples for using Windows Telnet and SignaTerm for the network connection method and a modem connection.

## TELNET

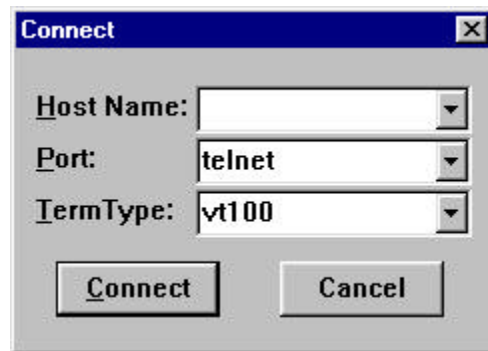
### INSTRUCTIONS FOR ACASS NETWORK CONNECTION USING WINDOWS TELNET

If a user is on a local area network with external data connections, they can use Windows Telnet, a generic software program provided with Windows.

- a) Telnet can be initiated at a DOS prompt by typing "telnet" or the user can set up a desk top shortcut (Refer to the Windows documentation). When telnet is initiated the following screen appears:

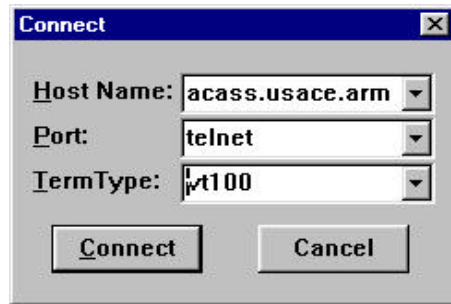


- b) The user must establish a connection by selecting Remote System on the Connect option of the toolbar menu. The following screen will appear:

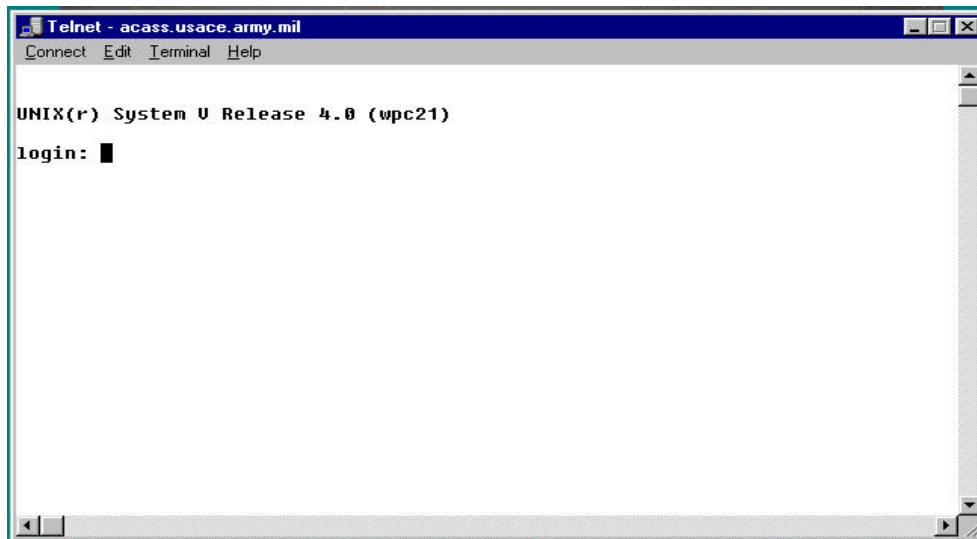


**NOTE:** If the user has already entered a host name and established the connection, when the Connect option on the toolbar is selected a list of available connections will be visible at the bottom of the list. The user may select the appropriate connection.

- c) Enter the Host Name. The Host Name for ACASS is `acass.usace.army.mil`.

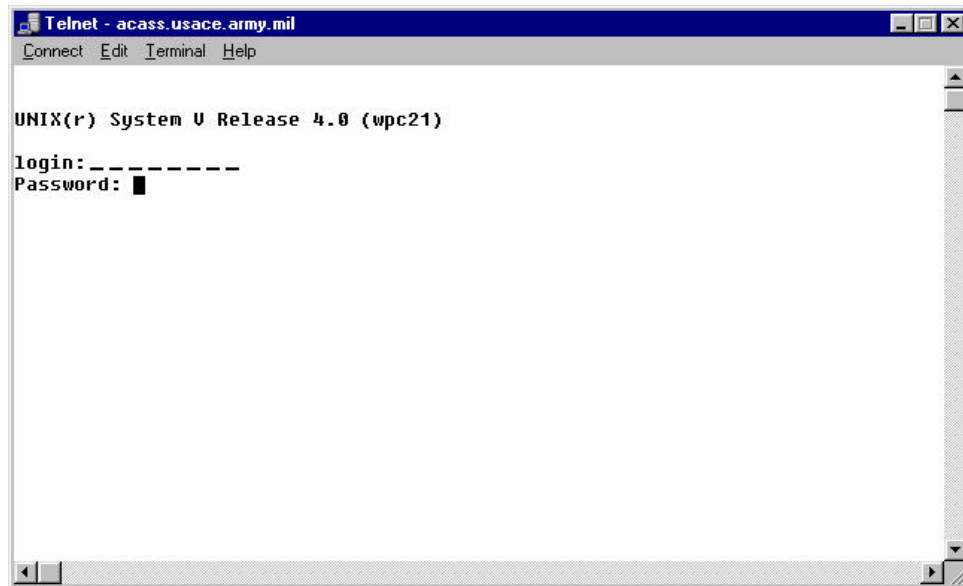


d) Select CONNECT. The following information will appear on the screen.

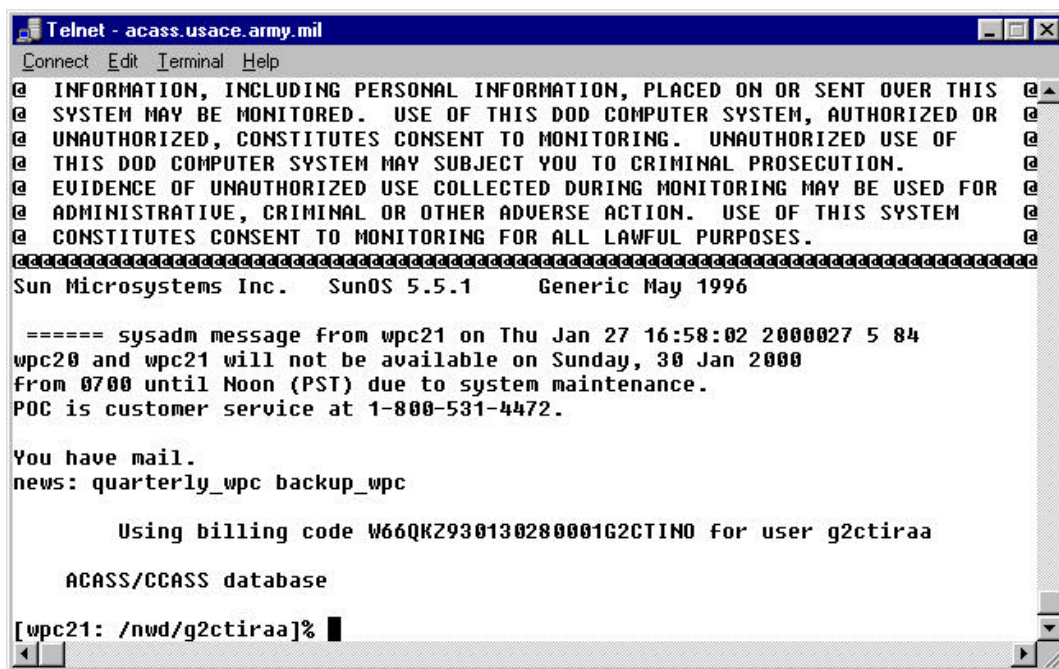


e) At the login prompt, enter the userid (in lowercase) and <enter>. The following screen will appear:

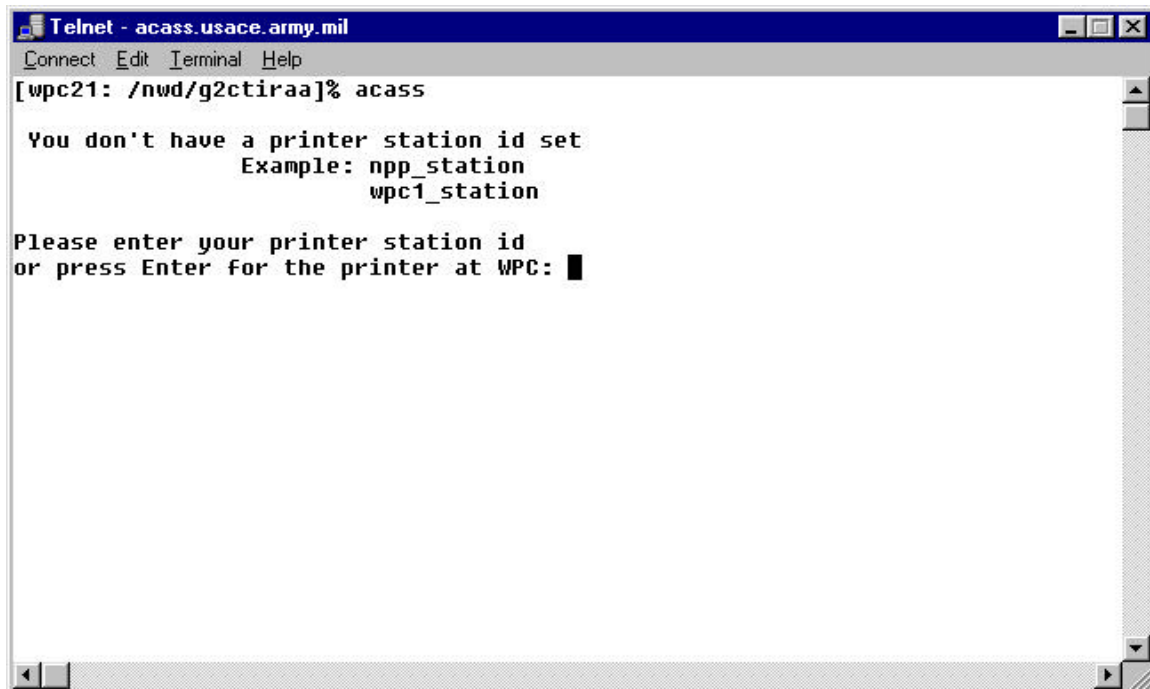
**NOTE:** When the user logs in, the dashes next to "login" will actually be the users userid.



- f) At the password prompt, enter the user logon password (in lowercase) and <enter>. The following screen will appear:



- g) At the % prompt enter "ACASS" to log into the ACASS system. The following screen will appear:



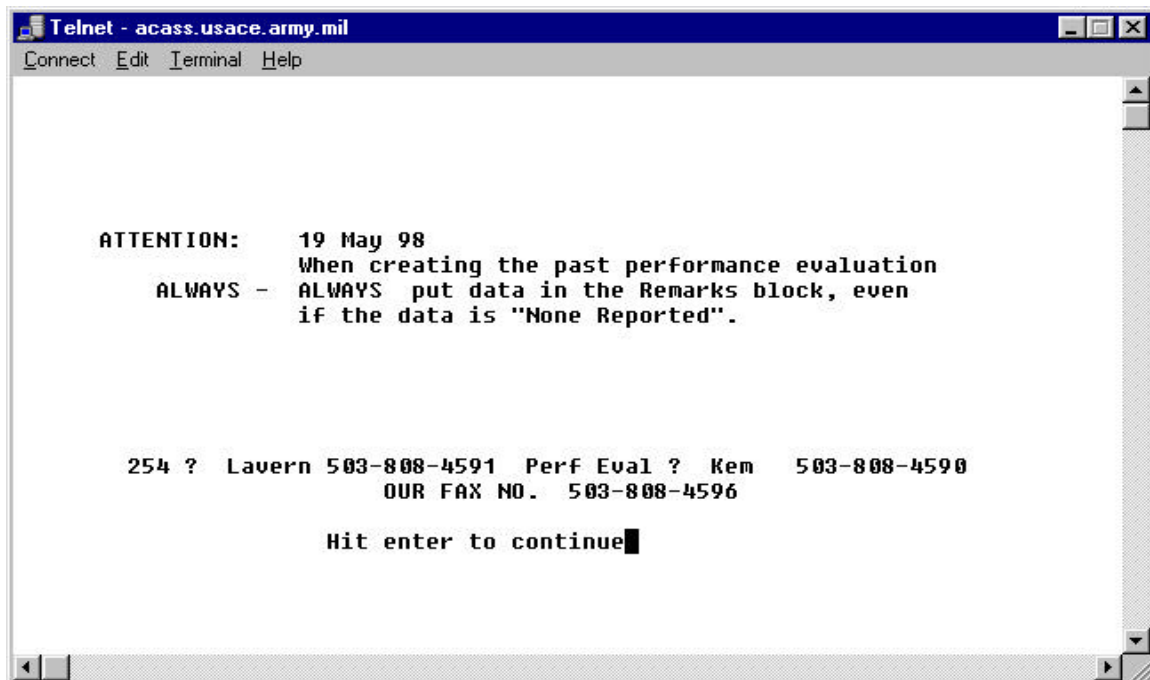
```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
[wpc21: /nwd/g2ctiraa]% acass

You don't have a printer station id set
      Example: npp_station
               wpc1_station

Please enter your printer station id
or press Enter for the printer at WPC: █
```

**NOTE:** If the message "Command not found" appears type "setupacs" without the quotes at the % prompt and login again. This command only needs to be executed once. It updates the user's .login file to include the path to the ACASS and CCASS systems.

- h) Enter the CEAP Remote Printer ID if you are an employee of the US Army Corps of Engineers. Leave blank if you are not an employee of the US Army Corps of Engineers. Select <enter>. The following screen will appear:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

ATTENTION:    19 May 98
               When creating the past performance evaluation
               ALWAYS - ALWAYS put data in the Remarks block, even
                   if the data is "None Reported".

254 ?  Lavern 503-808-4591 Perf Eval ?  Kem    503-808-4590
               OUR FAX NO.  503-808-4596

Hit enter to continue█
```



- i) Select <enter> to continue and the following screen will appear:

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/15/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      22:23:
*****
***** Architect-Engineer Contract Administration Support System (ACASS) *****
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****
*****
ACASS APPLICATION MENU

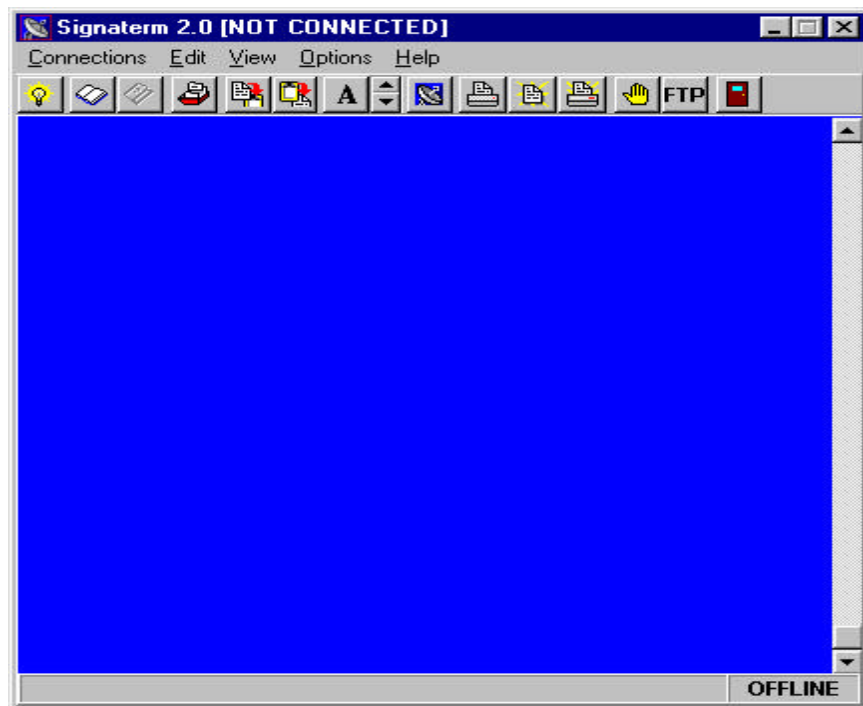
1  ENTER Criteria and Find Qualified Firms
2  VIEW/PRINT SF254, Award Data, and Performance Data
3  Reserved
4  SEARCH for Firm Name
5  Reports Of Various Kinds
6  Help: Procedural Guidance and News Bulletins -
7  View Terminal Output From Options 1 and 2
8  TRANSMIT and Update database or Update After File Transfer
X  EXIT      (Back to System (/) Prompt)

Selection: █
```

## SIGNATERM

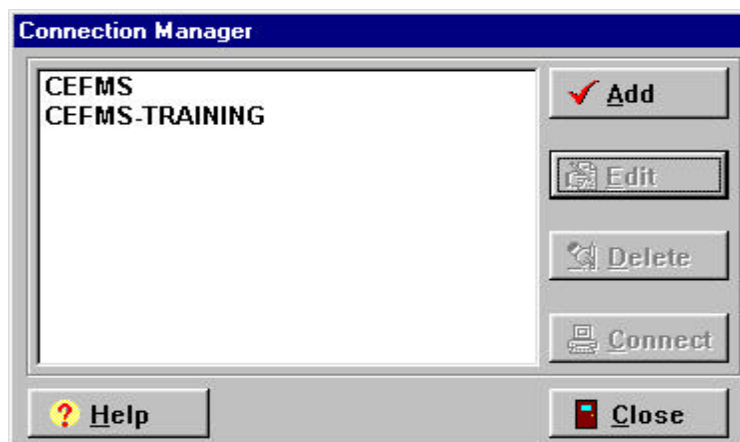
### INSTRUCTIONS FOR ACASS NETWORK CONNECTIONS USING SIGNATERM

Most COE offices now have SignaTerm available for use. If a user is on a local area network with external data connections, they can use SignaTerm. SignaTerm is initiated by selecting its icon from the program group, the Windows program list or a desktop shortcut, if available. (Refer to the Windows documentation). When SignaTerm is initiated the following screen appears:

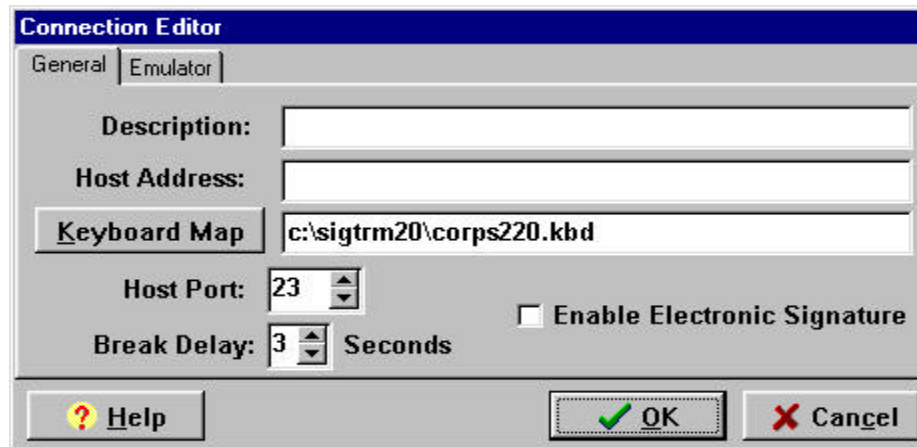


To establish a new Connection:

- 1) The user must establish a connection by selecting Connection Manager on the Connection option of the toolbar menu. The following screen will appear:



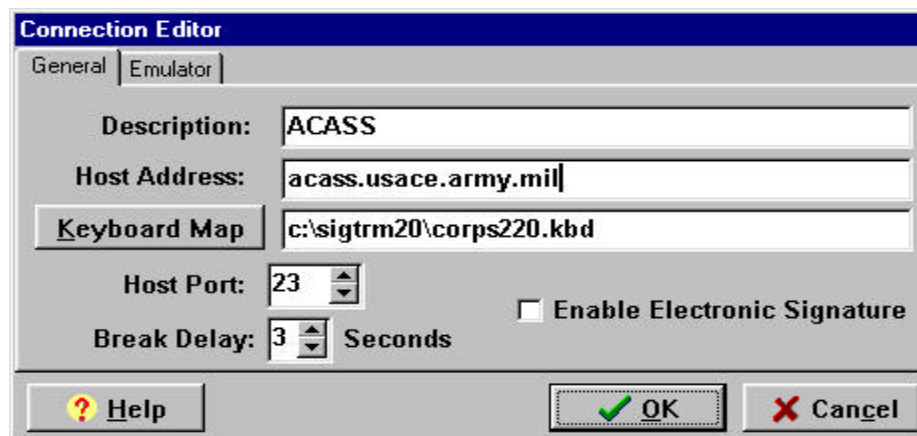
- 2) Select the ADD button and the following screen will appear:



The Connection Editor dialog box has a title bar with 'Connection Editor'. Below the title bar are two tabs: 'General' and 'Emulator'. The 'General' tab is selected. It contains the following fields and controls:

- Description:** A text box.
- Host Address:** A text box.
- Keyboard Map:** A text box containing 'c:\sigtrm20\corps220.kbd'.
- Host Port:** A spin box set to '23'.
- Break Delay:** A spin box set to '3' followed by the text 'Seconds'.
- Enable Electronic Signature:** An unchecked checkbox.
- Buttons:** At the bottom are three buttons: '? Help', 'OK' (with a green checkmark icon), and 'Cancel' (with a red X icon).

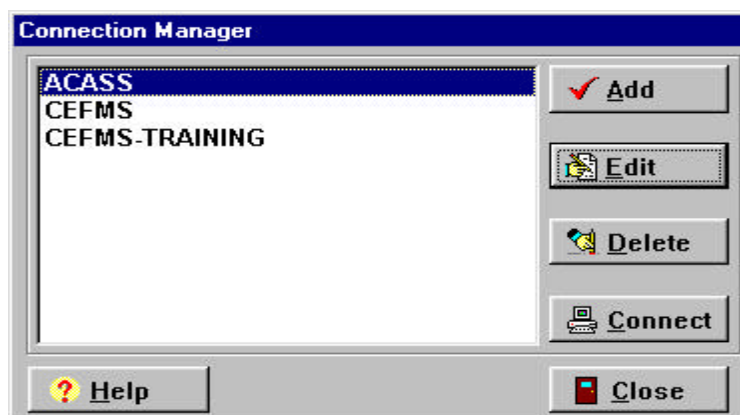
- 3) Enter a description for the connection, such as ACASS. Enter the Host Address: acass.usace.army.mil. The screen now looks like the following:



This screenshot shows the Connection Editor dialog box with the following values entered:

- Description:** 'ACASS'
- Host Address:** 'acass.usace.army.mil'
- Keyboard Map:** 'c:\sigtrm20\corps220.kbd' (unchanged)
- Host Port:** '23' (unchanged)
- Break Delay:** '3' Seconds (unchanged)
- Enable Electronic Signature:** Unchecked (unchanged)
- Buttons:** '? Help', 'OK', and 'Cancel' are at the bottom.

- 4) Select OK.  
5) Select ACASS out of the list of connections. The screen will look like the following:

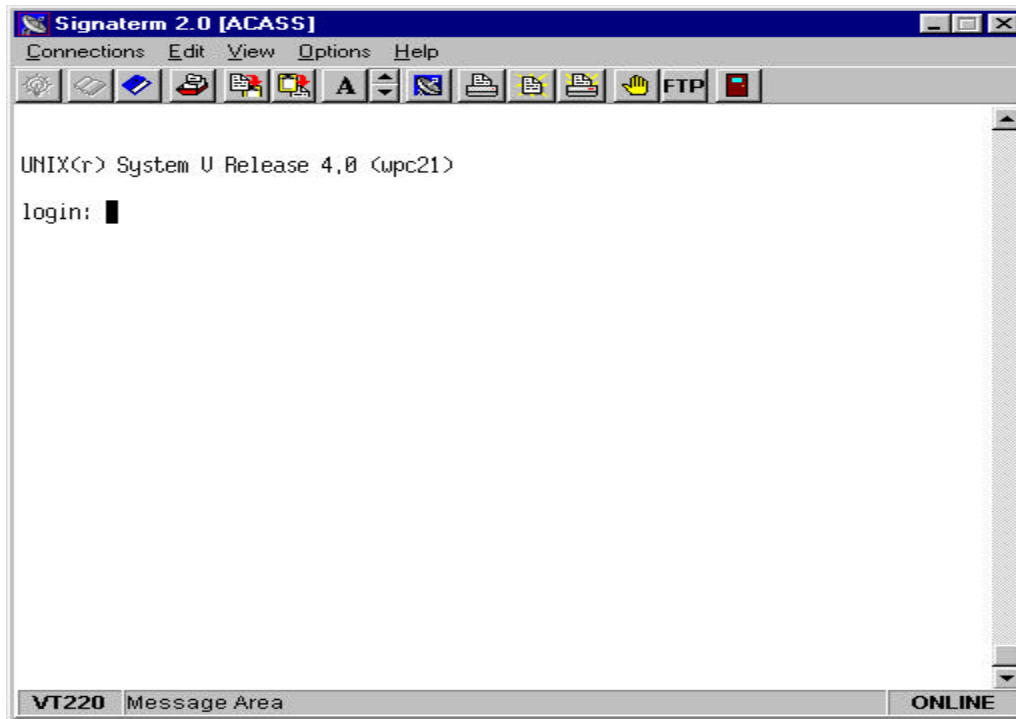


The Connection Manager dialog box has a title bar with 'Connection Manager'. It features a list box on the left containing the following connections:

- ACASS (highlighted with a blue selection bar)
- CEFMS
- CEFMS-TRAINING

To the right of the list box are four buttons: 'Add' (with a red checkmark icon), 'Edit' (with a pencil icon), 'Delete' (with a trash can icon), and 'Connect' (with a computer monitor icon). At the bottom are two buttons: '? Help' and 'Close' (with a red X icon).

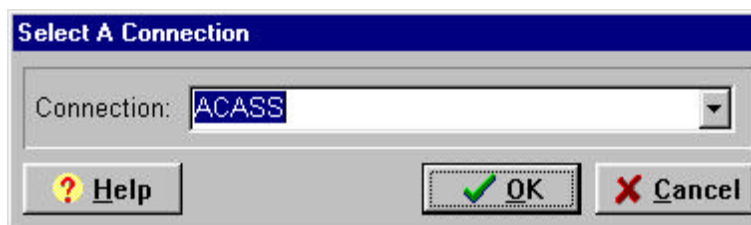
- 6) Select CONNECT.



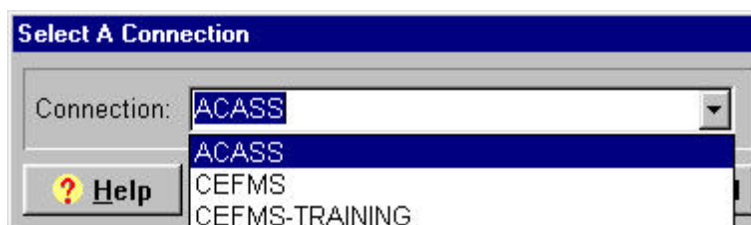
- 7) Enter the Userid and password, as prompted. Refer to instructions below.

To access a previously established connection:

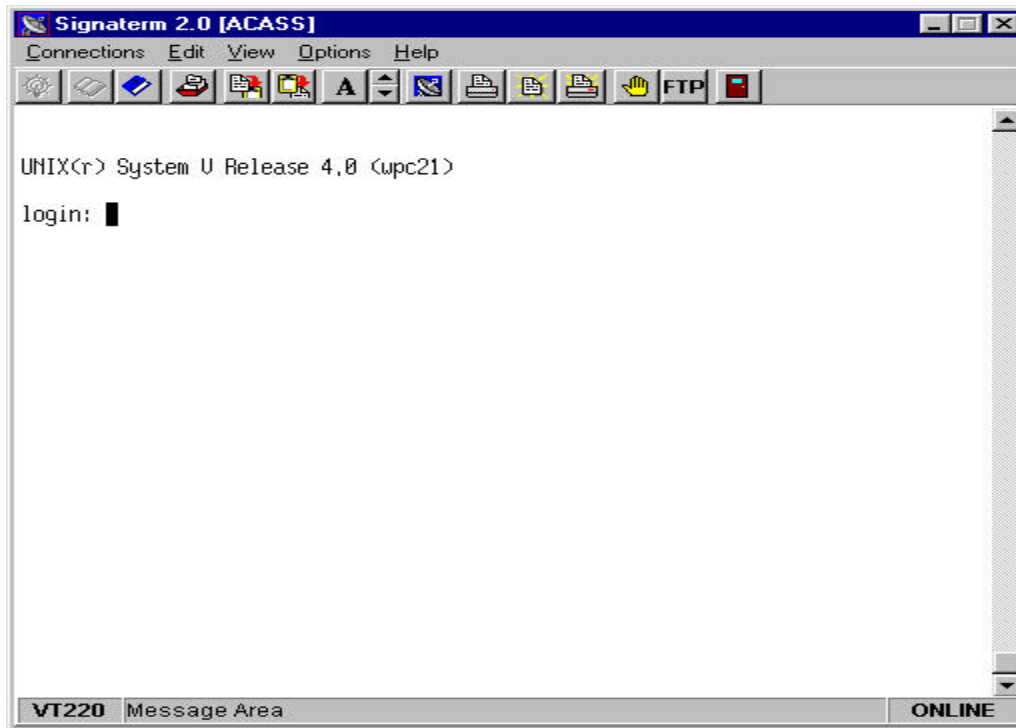
- 1) Select Connect to Host from the Connection menu item. The following screen will appear:



- 2) If ACASS is not in the Connection window, select the down arrow to see a list of connection choices.

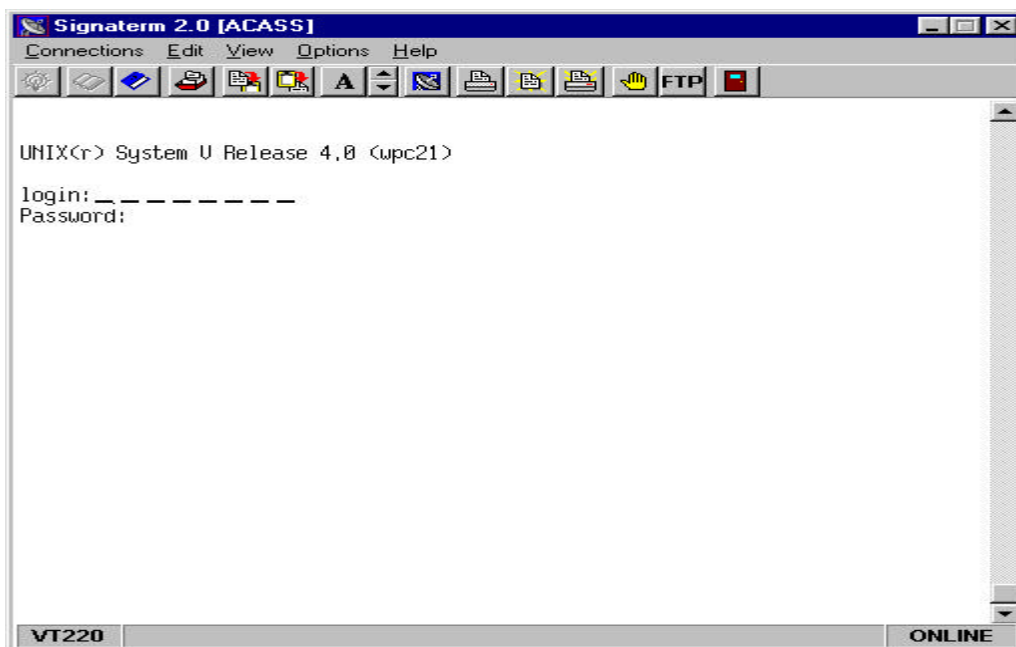


- 3) Select the ACASS connection
- 4) Select OK. The following information will appear on the screen.

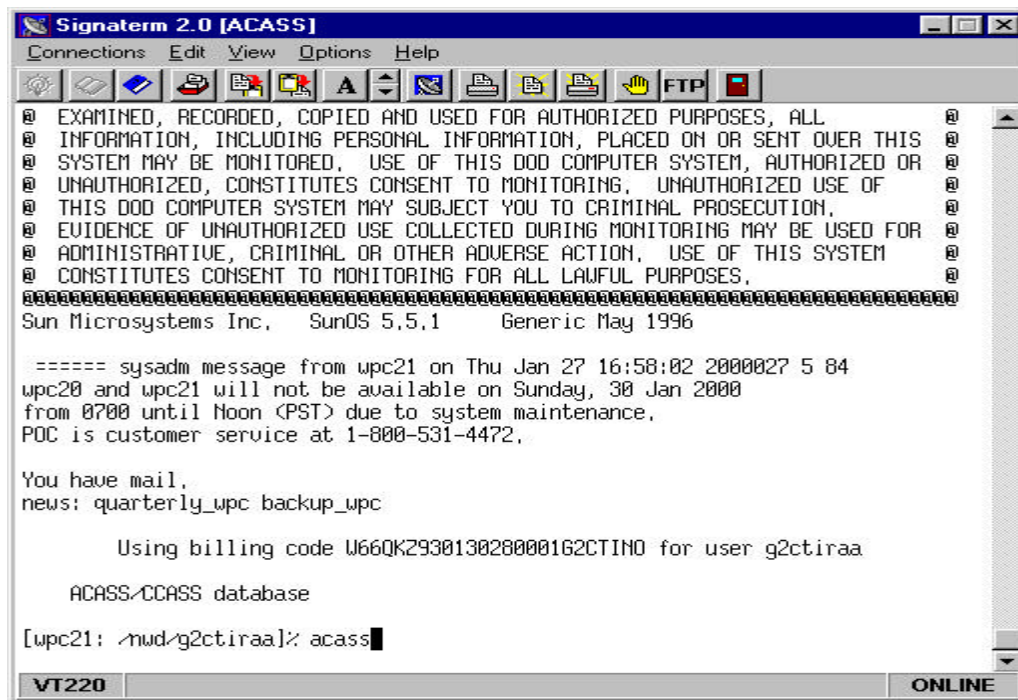


- 5) Enter the userid in lowercase and <enter>. The following prompt will appear:

**NOTE:** When the user logs in, the dashes next to "login" will actually be the users userid.



- 6) Enter the logon password in lowercase and <enter>. The following screen will appear:



```
Signaterm 2.0 [ACASS]
Connections Edit View Options Help

@ EXAMINED, RECORDED, COPIED AND USED FOR AUTHORIZED PURPOSES, ALL
@ INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS
@ SYSTEM MAY BE MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR
@ UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF
@ THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION.
@ EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED FOR
@ ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION, USE OF THIS SYSTEM
@ CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES.
=====
Sun Microsystems Inc, SunOS 5.5.1 Generic May 1996

===== sysadm message from wpc21 on Thu Jan 27 16:58:02 2000027 5 84
wpc20 and wpc21 will not be available on Sunday, 30 Jan 2000
from 0700 until Noon (PST) due to system maintenance.
POC is customer service at 1-800-531-4472.

You have mail.
news: quarterly_wpc backup_wpc

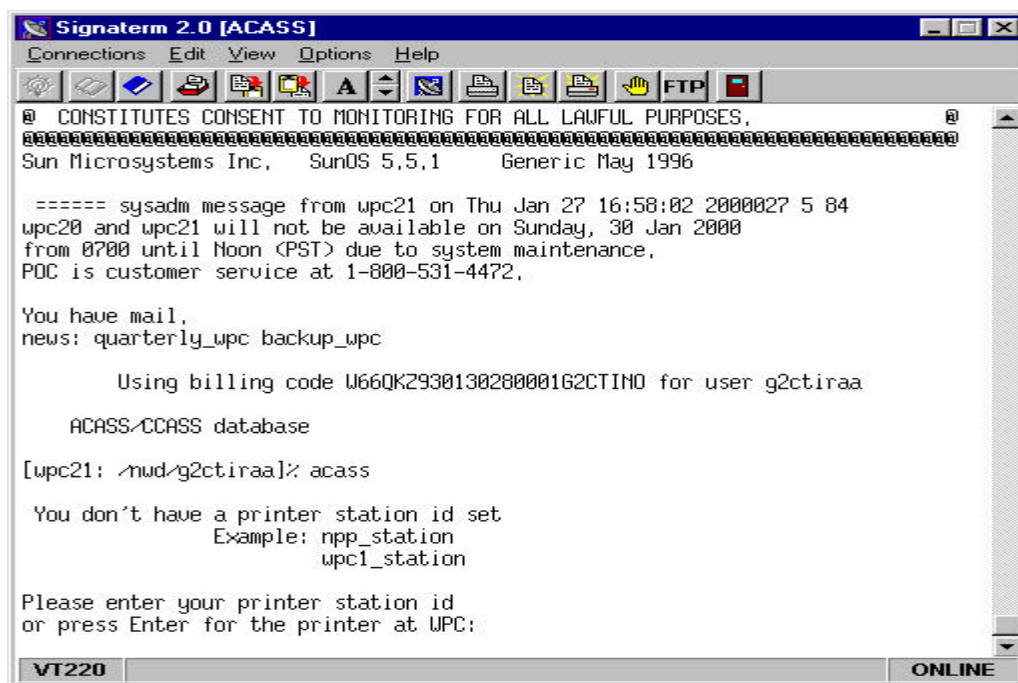
Using billing code U66QK293013028000162CTINO for user g2ctiraa

ACASS/CCASS database

[wpc21: /nwd/g2ctiraa]% acass
```

- 7) Enter "acass", in lowercase, at the % prompt and <enter>. The following screen will appear:

**NOTE:** If the message "Command not found" appears type "setupacs" without the quotes at the % prompt and login again. This command only needs to be executed once. It updates the user's .login file to include the path to the ACASS and CCASS systems.



```
Signaterm 2.0 [ACASS]
Connections Edit View Options Help

@ CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES.
=====
Sun Microsystems Inc, SunOS 5.5.1 Generic May 1996

===== sysadm message from wpc21 on Thu Jan 27 16:58:02 2000027 5 84
wpc20 and wpc21 will not be available on Sunday, 30 Jan 2000
from 0700 until Noon (PST) due to system maintenance.
POC is customer service at 1-800-531-4472.

You have mail.
news: quarterly_wpc backup_wpc

Using billing code U66QK293013028000162CTINO for user g2ctiraa

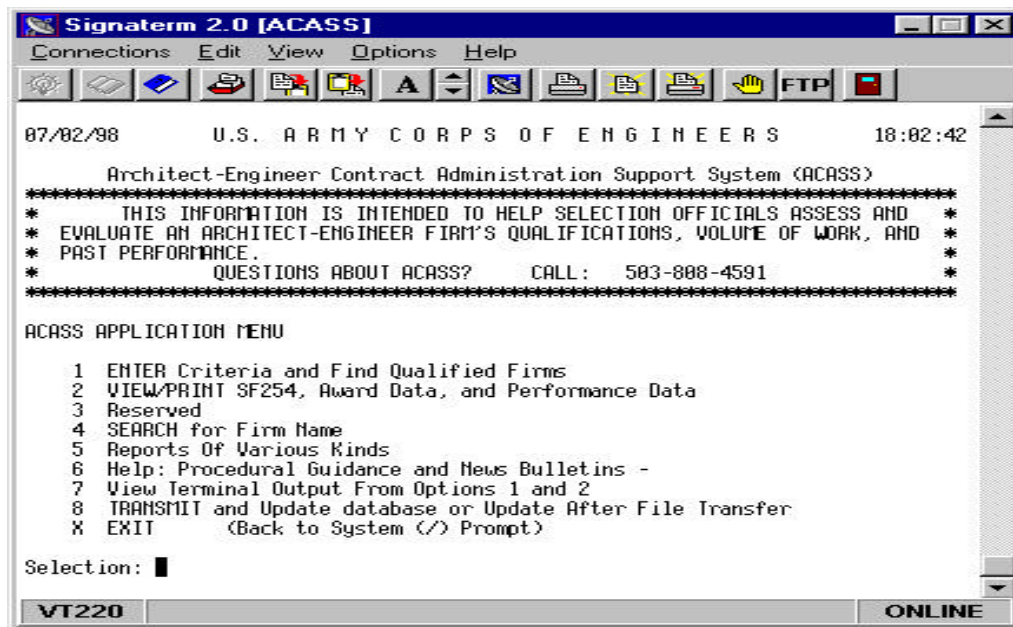
ACASS/CCASS database

[wpc21: /nwd/g2ctiraa]% acass

You don't have a printer station id set
Example: npp_station
wpc1_station

Please enter your printer station id
or press Enter for the printer at WPC:
```

- 8) Enter the CEAP Remote Printer ID if you are an employee of the US Army Corps of Engineers. Leave blank if you are not an employee of the US Army Corps of Engineers. Select <enter>. The following screen will appear:



## MODEM

### INSTRUCTIONS FOR ACASS MODEM CONNECTIONS

**EAST COAST-** 1-800-253-7789

**CENTRAL** - 1-800-626-4415

**WEST COAST-** 1-800-531-4473

When dialing the 1-800 number, you will be prompted for your USER-ID and **ORACLE** password.

**The USER-ID and ORACLE password MUST be entered in LOWER CASE.**

Your modem settings should be: 8 Bits, 1 Stop, None Parity, Full Duplex and Local Echo OFF.

After a successful connection, you will then be prompted to enter in your USER-ID, CEAP password and Family. The following is a sample connection and your responses are in **BOLD**.

9600/ARQ/V32/LAPM

login: **g2ct----** <ENTER> Enter in your user-id

Password: **-----** <ENTER> Enter in your **ORACLE** password.

```
*****
*                                     *
*               ATTENTION!          *
*                                     *
* DO NOT PROCESS, STORE OR TRANSMIT CLASSIFIED INFORMATION ON NON-SECURE *
* TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS - *
* INCLUDING THIS COMPUTER SYSTEM, ARE SUBJECT TO TELECOMMUNICATIONS *
* SECURITY MONITORING AT ALL TIMES. USE OF THIS COMPUTER SYSTEM *
* CONSTITUTES CONSENT TO TELECOMMUNICATIONS SECURITY MONITORING. *
*                                     *
*****
```

Welcome the CEAP Dialin Server.

To Connect to a CEAP System Enter

```
telnet system      : where system is the DNS name of the system
                    you want to connect to
```

To Disconnect from the CEAP Dialin Server Enter

```
exit
```

CEAP-DIALIN > **telnet acass** <ENTER>

Trying 140.194.234.1...

Connected to acass.usace.army.mil.

Escape character is '^['.

Enter validation for service access.

User: **g2ct----** <ENTER>

Password: **-----** <ENTER> Enter in your logon password

NOS/VE Software System.

Copyright Control Data Systems Inc. 1994.

CYBER 960-32 Class SN223,115. NVE 1.8.1 L826QQ\_CC

1996-04-03. 02:19:20.





```

@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
@                               RESTRICTED RIGHTS LEGEND                               @
@ Use, duplication, or disclosure by the Government is subject to                     @
@ restrictions as set forth in subparagraph (c) (1) (ii) of the Rights                 @
@ in Technical Data and Computer Software clause at DFARS 252.227-7013.               @
@-----@
@                               CEAP-IA WESTERN PROCESSING CENTER                       @
@   FOR ASSISTANCE CONTACT THE CUSTOMER SERVICE CENTER 1-800-531-4472                 @
@-----@
@                               ATTENTION!                                           @
@ DO NOT PROCESS, STORE OR TRANSMIT CLASSIFIED INFORMATION ON NON-SECURE             @
@ TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS -             @
@ INCLUDING THIS COMPUTER SYSTEM, ARE SUBJECT TO TELECOMMUNICATIONS                 @
@ SECURITY MONITORING AT ALL TIMES. USE OF THIS COMPUTER SYSTEM                     @
@ CONSTITUTES CONSENT TO TELECOMMUNICATIONS SECURITY MONITORING.                   @
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

```

Workcode Options for your USERID:

Workcode	Description	BE	BO	AC	Balance	Budget
1. VW5952200020000	ACASS	G2	CT9	AC	\$ 9645.33	\$ 10000.00
2. VW5952100020000	CCASS	G2	CT9	CC	\$ 9849.93	\$ 10000.00
3. VW5952300020000	sscass	g2	ct9	sc	\$ 9844.82	\$ 10000.00

3. Add New Workcode  
4. Abort LOGIN

Enter the option for the Workcode you wish to use, or  
select option to Add a New Workcode or select Abort LOGIN

? **1 <ENTER>** Enter the appropriate selection ACASS

Priority mail file is empty.  
WORKING CATALOG IS SET TO ::WPC.G0CT...

Creating ORACLE environment...

Global variable oracle\_sid set to G  
Global variable oracle\_rel set to Ver\_6\_0\_33\_1  
Global variable oracle\_home set to :WPC.G0GGGDBA  
Global variable oracle\_path set to \$SYSTEM.APPLICATIONS.ORACLE.R181\_L826.RDBMS

**/acass <ENTER>**

TELNET ADDRESS: acass.usace.army.mil

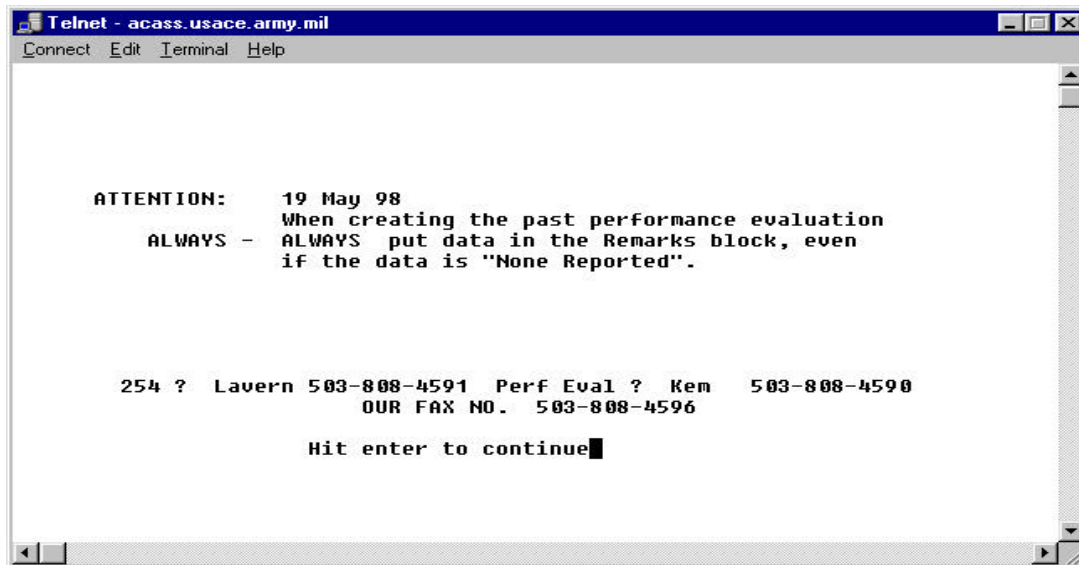
The ACASS mainframe database menu will scroll onto the screen.

## Mainframe Database Main Menu

### Overview - Mainframe Database Menu and Functions:

The Windows 95 File Transfer Protocol (FTP) and Telnet, as well as SignaTerm, are used for all examples throughout this documentation with the exception of the procedure for directly transmitting data to and updating the Mainframe Database, where VistaCom for Windows is used. The Mainframe Database menu and functions operate in the same manner regardless of the connection tool used (Telnet, VistaCom or SignaTerm).

Once connected to the Mainframe database using Telnet, the following screens are seen:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

ATTENTION: 19 May 98
            When creating the past performance evaluation
            ALWAYS - ALWAYS put data in the Remarks block, even
                   if the data is "None Reported".

254 ? Lavern 503-808-4591 Perf Eval ? Kem 503-808-4590
      OUR FAX NO. 503-808-4596

Hit enter to continue
```

```

Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      21:10:
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****

ACASS APPLICATION MENU

  1  ENTER Criteria and Find Qualified Firms
  2  VIEW/PRINT SF254, Award Data, and Performance Data
  3  Reserved
  4  SEARCH for Firm Name
  5  Reports Of Various Kinds
  6  Help: Procedural Guidance and News Bulletins -
  7  View Terminal Output From Options 1 and 2
  8  TRANSMIT and Update database or Update After File Transfer
  X  EXIT      (Back to System (/) Prompt)

Selection: █

```

The ACASS Mainframe Database Menu contains the following options:

- 1) ENTER Criteria and Find Qualified Firms  
This option is used to generate a list of firms meeting specified criteria. Criteria include firm information, geographic location, experience, and discipline.
- 2) VIEW/PRINT SF254, Award Data and Performance Data  
This option is used to identify selected firms and then view or print SF254, DD350 award data or performance evaluation data.
- 3) Reserved
- 4) Search for Firm Name  
This option is used to perform an alphabetical search for firms. Information obtained from this screen includes:
  - Whether the firm is in the database,
  - the assigned firm number (printed directly below the firm name on the screen),
  - how many evaluations (EVALS =) have been submitted for the contractor,
  - how many DD350 awards (AWRD=) the contractor has received and
  - whether the firm has a current SF254 on file in the database (indicated by the submission date below the firm number).
- 5) Reports of Various Kinds  
This option allows the user to generate various summary reports of the data stored in the Mainframe Database.
- 6) Help: Procedural Guidance and News Bulletins
- 7) View Terminal Output From Options 1 and 2  
This option allows the user to view the data selected using option 1 or 2. The user will be prompted for the filename entered during the selection procedure.
- 8) TRANSMIT and Update database or Update After File Transfer  
Transmit and upload performance evaluation data to the Mainframe database.
- X) EXIT (Back to System (%) Prompt)

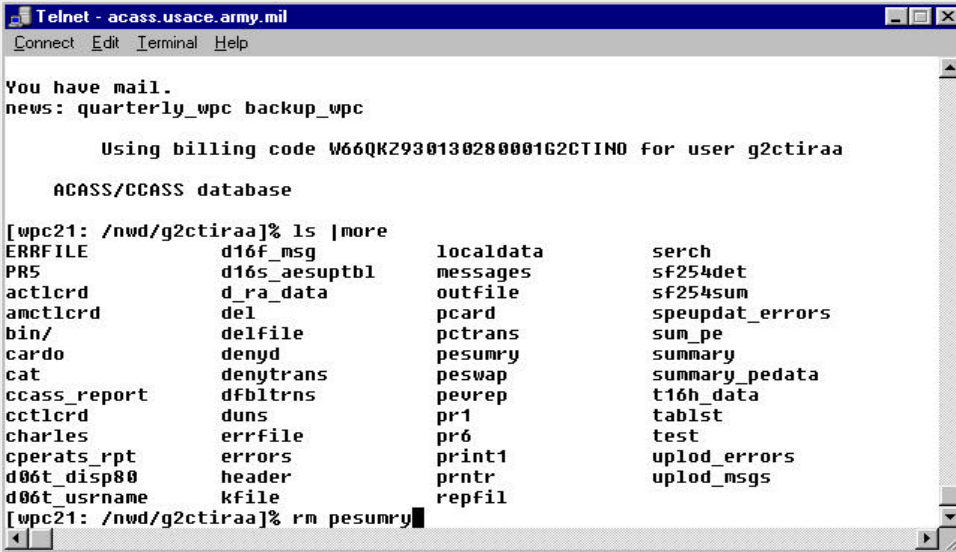
## Data entry conventions:

### Deleting files

Each time the user creates a new file name to store reports from the mainframe functions the file name is added to the users catalog on the mainframe. The users catalog has the same title as the User ID. Each user has a limited amount of space. It is recommended that the user rotate through 3 or 4 file names and overwrite previous versions. If the user's space is exceeded they will not be able to run reports and store information until files are deleted and space is created. To delete files do the following at the system prompt (after entering userid and password, and billing information but before entering ACASS):

[wpc21: /nwd/g2ctiraa]% ls |more <enter>                      This will list the users directory content

The catalog name and a list of files are displayed. The following is an example. Each user's list will be unique.



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

You have mail.
news: quarterly_wpc backup_wpc

      Using billing code W66QKZ930130280001G2CTINO for user g2ctiraa

      ACASS/CCASS database

[wpc21: /nwd/g2ctiraa]% ls |more
ERRFILE      d16f_msg      localdata     serch
PR5           d16s_aesuptb1 messages      sf254det
actlcrd       d_ra_data      outfile       sf254sum
amctlcrd      del           pcard         speupdat_errors
bin/          delfile        pctrans       sum_pe
cardo         denyd          pesumry       summary
cat           denytrans      peswap        summary_pedata
ccass_report  dfbltrns      pevrep        t16h_data
cctlcrd       duns          pr1           tablst
charles       errfile        pr6           test
cperats_rpt   errors         print1        uplod_errors
d06t_disp80   header        prntr         uplod_msgs
d06t_usrname  kfile         repfil

[wpc21: /nwd/g2ctiraa]% rm pesumry
```

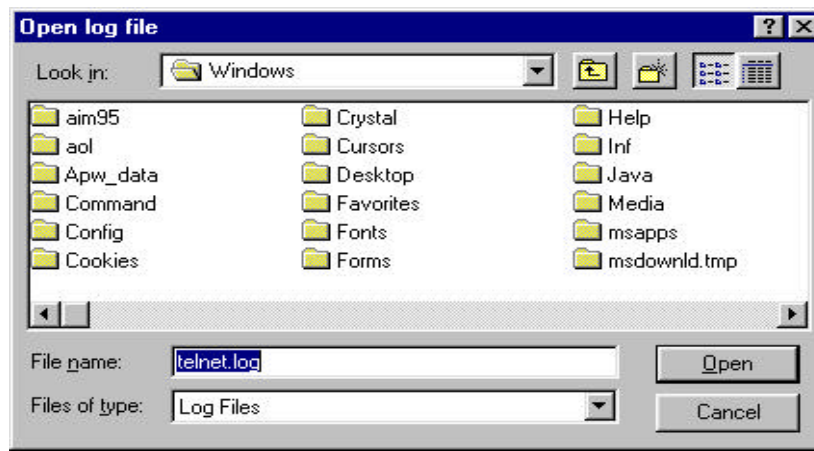
Use the command rm (remove) and then the file name to delete specific file names from the user directory.

## Capturing data

COE offices have the option of printing mainframe database information to their CEAP identified remote printer associated with the agency computer network. Non-COE offices do not have this luxury. To generate a printout from the mainframe database these other offices must send the information to their terminals and “capture” it as it is displayed. Following is a description of capturing data using Telnet and SignaTerm.

## Capture using Telnet

The Telnet command to capture information is called “Start logging...” on the Terminal menu. After the criteria are entered for a particular mainframe report and prior to executing a “see now” command, select “start logging” from the Terminal menu item. The following screen will appear:

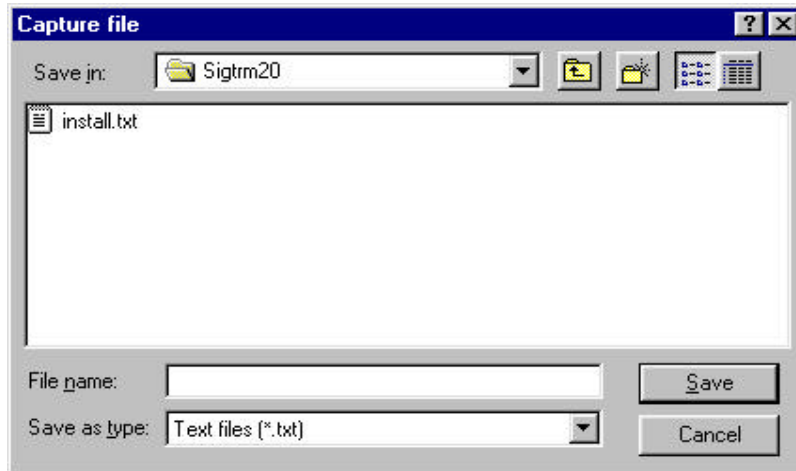


Identify the directory where the file will be saved in the “Look in:” field. Identify a name for the file in the “File name” field and select “Open”. From this point forward, until the “stop logging” command is selected from the Telnet Terminal menu, all data that is seen on the terminal is written to the file that was named.

After all the information has been collected and ACASS has been exited the file can be opened using any word processor. It can be manipulated and printed.

## Capture using SignaTerm

The SignaTerm command to capture information is called “capture” on the Options menu. After the criteria are entered for a particular mainframe report and prior to executing a “see now” command, select “capture” from the Options menu. The following screen will appear:



Identify the directory where the file will be saved in the “Save in:” field. Identify a name for the file in the “File name” field and select “Save”. From this point forward, until the “capture” command is selected from the Options menu, all data that is seen on the terminal is written to the file that was named.

After all the information has been collected and ACASS has been exited the file can be opened using any word processor. It can be manipulated and printed.

## 1. Enter Criteria and Find Qualified Firms

### Overview

This procedure allows the user to create and/or modify a set of selection criteria with the aid of prompting. The criteria are then used to scan the database for qualifying firms. If fewer than 1,000 firms qualify as a result of the criteria, the names of the firms will print at your terminal. If fewer than 41 firms are selected as a result of the criteria, this procedure will pass the firm numbers of the qualified firms to VIEW/PRINT SF254, Award Data, Performance Data (Menu option 2)

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      21:10:
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****

ACASS APPLICATION MENU

  1  ENTER Criteria and Find Qualified Firms
  2  VIEW/PRINT SF254, Award Data, and Performance Data
  3  Reserved
  4  SEARCH for Firm Name
  5  Reports Of Various Kinds
  6  Help: Procedural Guidance and News Bulletins -
  7  View Terminal Output From Options 1 and 2
  8  TRANSMIT and Update database or Update After File Transfer
  X  EXIT      (Back to System (/) Prompt)

Selection: █
```

Your responses are in bold.

Selection: **1** <enter>

DO YOU WISH TO CREATE A NEW CRITERIA FILE

OR USE AN EXISTING ONE?

CHOOSE ONE OF THE FOLLOWING:

1 NEW

2 OLD

ENTER SELECTION

**1** <enter>

ENTER YOUR INITIALS OR UNIQUE IDENTIFIER (1 TO 8 CHARACTERS)

**rara** <enter>



Note: The parameter "New" is used to build the original file. Once a file has been built, you may modify it numerous times within the procedure or recall the file late that same day by using the parameter "Old" in conjunction with your initials or the unique identifier.

Note: If a catalog error is received when you initiate this procedure with the parameter "New", the file name already exists. Use a different name or the parameter "Old" and modify the old file.

If a catalog error is received when you initiate this procedure with the parameter "Old", the file name you specified can not be found. Check the file name. Remember the criteria files are only stored throughout the day they are created.

If an error is made when entering the criteria, type an asterisk (\*) prior to <enter> and the line will be ignored. The user will be prompted to try again.

If a data entry error is noticed after the criteria have been entered type "DE" at the prompt to select the delete routine.

HELLO. WELCOME TO THE INTERACTIVE A-E SELECTION PROGRAM 602-K5-G006T

THIS IS AN INTERACTIVE AID FOR BUILDING A FILE OF 1 TO 15 SELECTION  
CRITERIA CARDS FOR SUBMISSION TO THE A-E SCAN PROGRAM.

PLEASE PROVIDE A TITLE FOR THIS REPORT WITH  
PROJECT NAME OR PURPOSE FOR SCAN.

TYPE: REPORT TITLE

? **report example** <enter>

DO YOU WANT DETAILED PROMPTING?

TYPE: YES OR NO ("Y" OR "N")

? **y** <enter>

Note: You may receive detailed prompting in each area of consideration or limited prompting.

For limited prompting type the two (2) letter code of concern, as follows:

FI (Firm)

DI (Discipline)

EX (Experience)

AR (Area)

ZI (Zip)

FC (Country Code)

ST (State)

Preceding the numeric zip codes with "G" will allow scanning for German zip codes.

DO YOU WANT TO RETRIEVE BASED ON FIRM CRITERIA?

TYPE: YES OR NO ("Y" OR "N")

? **y** <enter>

"S" FOR SMALL-BUSINESS

"D" FOR SMALL DISADVANTAGED

"W" FOR WOMAN-OWNED

"F" FOR FOREIGN INTEREST

"P" FOR PERSONNEL STRENGTH

TYPE: "S" "D" "W" "F" "P" AND/OR "E" TO END

? **d** <enter>

TYPE: "S" "D" "W" "F" "P" AND/OR "E" TO END

? **w** <enter>

TYPE: "S" "D" "W" "F" "P" AND/OR "E" TO END

? **e** <enter>

FIRM,D,W

DO YOU WANT TO RETRIEVE BASED ON GEOGRAPHIC CRITERIA?

TYPE: YES OR NO ("Y" OR "N")

? **y** <enter>

"Z" FOR ZIP-CODE

"A" FOR AREA-CODE

"S" FOR STATE ABBR

"C" FOR COUNTRY ABBR

TYPE: "Z" "A" "S" "C" OR "E" TO END

? **s** <enter>

TYPE: 1-8 TWO CHARACTER STATE CODES AND/OR "E" TO END

? **wa** <enter>

TYPE: 1-8 TWO CHARACTER STATE CODES AND/OR "E" TO END

? **or** <enter>

TYPE: 1-8 TWO CHARACTER STATE CODES AND/OR "E" TO END

? **e** <enter>

TYPE: "Z" "A" "S" "C" OR "E" TO END

? **e** <enter>

DO YOU WANT TO SELECT BASED ON EXPERIENCE?

TYPE: YES OR NO ("Y" OR "N")

? **n** <enter>

DO YOU WANT TO SELECT BASED ON DISCIPLINE?

TYPE: YES OR NO ("Y" OR "N")

? **n** <enter>

**Note: Refer to Appendix D for a listing of Experience and Discipline codes.**

PROMPTING IS NOW COMPLETE

4 CARDS IN FILE

1 FILE(RARA)

2 PJID,REPORT EXAMPLE

3 FIRM,D,W

4 ST,WA,OR

DO YOU WANT TO MODIFY YOUR CRITERIA CARDS,

SUBMIT YOUR FILE FOR AN INTERACTIVE SCAN

SUBMIT YOUR FILE FOR A BATCH SCAN

OR FINISH THIS SESSION

TYPE: "M" FOR MODIFY "S" FOR INTERACTIVE SCAN "B" FOR BATCH "F" FOR FINISH

? **s** <enter>

ACASS                    A-E SELECTION REPORT    G2CTIRAA   10 MAR 1998  
U S ARMY CORPS OF ENGINEERS-  
FIRM SELECTION CRITERIA --- REQUEST # 01                    PAGE   1  
LIST OF REQUEST ENTRIES:  
FILE(RARA)  
PJID,REPORT EXAMPLE  
FIRM,D,W  
ST,WA,OR

REPORT EXAMPLE  
FIRM DESCRIPTORS  
SMALL DISADVANTAGED BUSINESS  
WOMAN-OWNED  
GEOGRAPHICAL CONSIDERATIONS  
STATE CODES: WA OR

-----  
FIRM-NO. FIRM NAME & ADDRESS  
-----

NUMBER OF QUALIFIED FIRMS = 12    NUMBER OF FIRMS SCANNED = 3,376

IF 1000 OR FEWER FIRMS ARE SELECTED THEY MAY BE  
LISTED AT YOUR TERMINAL, SUBMITTED TO BATCH OR BOTH  
LISTINGS OF MORE THAN 1000 FIRMS WILL BE PRINTED ONLY BY BATCH

<OVER>    <enter>

12 FIRMS QUALIFIED

DO YOU WANT THE SELECTED FIRMS LISTED AT YOUR TERMINAL NOW?  
TYPE: YES OR NO ("Y" OR "N")

? y    <enter>

012005	SUSAN BLACK & ASSOCIATES, INC.	PERS: FIRM= 5
	OCT 96 2 NICKERSON STREET, STE. 105	OFFICE PERS.= 5
	SEATTLE, WA 98109	EVALUATIONS = 0
		CONTRACTS = 0

PHONE: 206-283-7090  
SMALL-BUSINESS    SMALL DISADVANTAGED    WOMAN-OWNED  
\*\*\*\*\*

006449	CHEROKEE GENERAL CORPORATION	PERS: FIRM= 8
	DEC 97 2202-5 N.W. BIRDSDALE	OFFICE PERS.= 6
	GRESHAM, OR 97030	EVALUATIONS = 0
		CONTRACTS = 0

PHONE: 503-661-1113  
SMALL-BUSINESS    SMALL DISADVANTAGED    WOMAN-OWNED  
\*\*\*\*\*

016092	DESIGN DATA CONCEPTS	PERS: FIRM= 3
	DEC 97 4001 NE HALSEY, #3	OFFICE PERS.= 3
	PORTLAND, OR 97232	EVALUATIONS = 0
		CONTRACTS = 0

PHONE: 503-284-7067  
SMALL-BUSINESS    SMALL DISADVANTAGED    WOMAN-OWNED  
\*\*\*\*\*

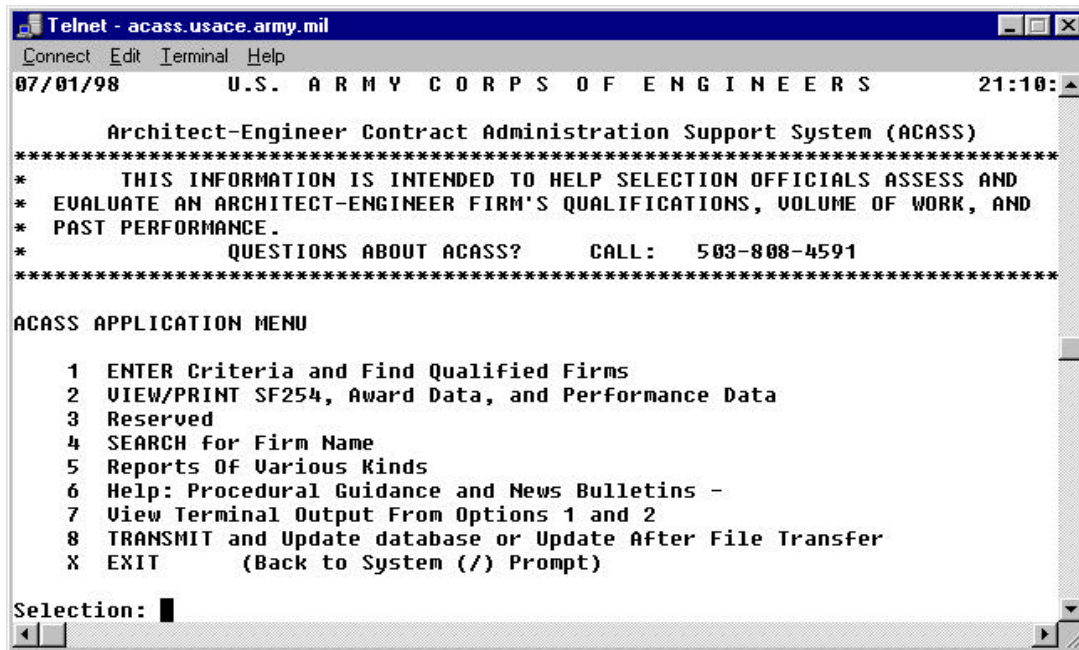
007960 EASTWOOD ENVIRONMENTAL, INC. DEC 97 10316 PORTLAND AVE. EAST <OVER>     <enter> TACOMA, WA 98455	PERS: FIRM= 30 OFFICE PERS.= 30  EVALUATIONS = 0 CONTRACTS = 0
PHONE: 253-531-3202 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
016121 EXTREME ACCESS, INC. DEC 96 64122 TUMALO RIM DRIVE BEND, OR 97709	PERS: FIRM= 3 OFFICE PERS.= 3 EVALUATIONS = 0 CONTRACTS = 0
PHONE: 541-385-7783 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
013091 FISHERIES CONSULTANTS OCT 97 3100 243RD STREET SW BRIER, WA 98036	PERS: FIRM= 2 OFFICE PERS.= 2 EVALUATIONS = 0 CONTRACTS = 0
PHONE: 425-482-6420 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
010814 HEALTH RISK ASSOCIATES, INC. NOV 96 2611 NE 113TH, STE. 200 SEATTLE, WA 98125-6700	PERS: FIRM= 11 OFFICE PERS.= 11 EVALUATIONS = 0 CONTRACTS = 0
<OVER>     <enter> PHONE: 206-440-3384 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
023262 HERITAGE RESEARCH ASSOCIATES, INC. NOV 96 1997 GARDEN AVENUE EUGENE, OR 97403	PERS: FIRM= 9 OFFICE PERS.= 9 EVALUATIONS = 0 CONTRACTS = 0
PHONE: 541-485-0454 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
010774 KJM & ASSOCIATES, LTD. JAN 98 500 108TH AVENUE NE, #1000 BELLEVUE, WA 98004	PERS: FIRM= 68 OFFICE PERS.= 15 EVALUATIONS = 0 CONTRACTS = 0
PHONE: 425-451-3881 SMALL-BUSINESS     SMALL DISADVANTAGED   WOMAN-OWNED *****	
025532 NEEK ENGINEERING, INC. DEC 97 10700 SW BEAVERTON HILLSDALE HWY, #300 BEAVERTON, OR 97005	PERS: FIRM= 1 OFFICE PERS.= 1 EVALUATIONS = 0 CONTRACTS = 0
PHONE: 503-644-1671	



## 2. View/Print SF254, Award Data and Performance Data

### Overview

This procedure allows the user to create and/or modify a file of up to 40 firm numbers entered one at a time with the aid of prompting. The prompting will continue so the user may request SF 254, performance evaluation and/or DD 350 information for those firms. This information can be viewed at your terminal and captured to a file for manipulation and printing or, if you are COE office, printed to your CEAP identified remote printer.



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      21:10:
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****

ACASS APPLICATION MENU

  1  ENTER Criteria and Find Qualified Firms
  2  VIEW/PRINT SF254, Award Data, and Performance Data
  3  Reserved
  4  SEARCH for Firm Name
  5  Reports Of Various Kinds
  6  Help: Procedural Guidance and News Bulletins -
  7  View Terminal Output From Options 1 and 2
  8  TRANSMIT and Update database or Update After File Transfer
  X  EXIT      (Back to System (/) Prompt)

Selection: █
```

Your responses are in bold.

Selection: **2** <enter>

DO YOU WISH TO CREATE A NEW FILE OF FIRM NUMBERS  
OR USE AN EXISTING ONE?  
CHOOSE ONE OF THE FOLLOWING:

- 1 NEW
- 2 OLD

Enter 1 or 2 : **1** <enter>

ENTER YOUR INITIALS OR UNIQUE IDENTIFIER ( 1 TO 8 CHARACTERS ):

**rara** <enter>

Note: The parameter "New" is used to build the original file. Once a file has been built, you may modify it numerous times within the procedure or recall the file late that same day by using the parameter "Old" in conjunction with your initials or the unique identifier.

Note: If a catalog error is received when you initiate this procedure with the parameter "New", the file name already exists. Use a different name or the parameter "Old" and modify the old file.

If a catalog error is received when you initiate this procedure with the parameter "Old", the file name you specified can not be found. Check the file name. Remember the criteria files are only stored throughout the day they are created.

If an error is made when entering the criteria, type an asterisk (\*) prior to <enter> and the line will be ignored. The user will be prompted to try again.

If a data entry error is noticed after the criteria have been entered type "DE" at the prompt to select the delete routine.

This procedure allows you to enter up to 40 Firm numbers to display:

AE Qualification Data (SF254)

AE Performance Evaluation Data

AE Contract (INCLUDING COE) DATA (from DoD DD350 DATA)

Enter a Firm Number, or type 'E' to End

FIRM #: **2623** <enter>

Enter a Firm Number, or type 'E' to End

FIRM #: **e** <enter>

You have a list of Firms

You can modify it, look at it, submit it to batch, or finish session

Type M for Modify, L for Look, B to submit, or F to finish

Enter [M,L,B,F]: **b** <enter>

Do you want SF254 Data (Y/N)? **y** <enter>

Do you want your SF254 Data displayed at your terminal or  
printed at a remote printer or both?

Type T for Terminal, P for Printer or B for Both : **t** <enter>

Do you want AE Performance Evaluation (PE) Data (Y/N)? **y** <enter>

Do you want PE Data for a Specific Contract (Y/N)? **n** <enter>

Do you want PE Data for a Specific Time Period (Y/N)? **y** <enter>

Enter the Beginning Date of the time period or type 'E' to end

Enter the Beginning Date (DDMMYY) or 'E': **01jan96** <enter>



Enter the Ending Date of the time period or type 'E' to end

Enter the Ending Date (DDMMYY) or 'E': **01jan98** **<enter>**

Do you want a Summary or a Detail Listing of your PE data?

Enter S for Summary or D for Detail Listing: **s** **<enter>**

Do you want your PE's displayed at your terminal or  
printed at a remote printer or both?

Type T for Terminal, P for Printer or B for Both : **t** **<enter>**

Do you want DOD (including COE) AE Contract (DD350) Data (Y/N)?

**y** **<enter>**

Do you want DOD Data for a Specific Time Period (Y/N)? **n** **<enter>**

Do you want your DOD AE Contract Data displayed at your terminal  
or printed at a remote printer or both?

Type T for Terminal, P for Printer or B for Both : **t** **<enter>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data)
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **1** **<enter>**

NOTE: Continue to view STATUS until the job has run. This is indicated by a status which only shows the Display\_message as acass.

-- Hit Enter To Continue -- **<enter>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data)
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **2** **<enter>**

602-K5-G016C A-E QUALIFICATION PRINT

18-MAR-98

SF254 RETRIEVAL SUMMARY

002623 NORTHWEST ECONOMIC ASSOCIATES

SF254 ON FILE DATED FEB 97

1 FIRMS AE-QUAL DATA PRINTED

END-OF-JOB---602-K5-G016C

<OVER> **<enter>**

A-E QUALIFICATION DATA 18-MAR-98

602-K5-G016C

FIRM-NO: 002623 SF-254 DATED: FEB 97 WE DIG DIRT PAGE 1

FIRM NAME/ADDRESS:

WE DIG DIRT  
120 E 104TH STREET, STE. 14  
SOIL, WA 98682

YEAR-ESTB: 1977  
OWNERSHIP: CORPORATION  
DUNS-NO: 09-130-1671

MAIL ADDRESS, IF DIFFERENT THAN FIRM ADDRESS

SMALL-BUSINESS: YES SMALL DISADVANTAGED: NO WOMAN-OWNED: NO

SIGNED-BY: MICHAEL L. TART, SR. VICE PRESIDENT

SUBMITTAL FOR   X   PARENT CO        BRANCH OFFICE

NAME OF PARENT COMPANY:

FORMER FIRM NAMES: 1)

2)

PRINCIPALS TO CONTACT:

1) DR. ROBERT B. MULL , PRESIDENT

360-890-0220

2) DR. DUANE A. POTS, VICE PRESIDENT

916-565-3000

PERSONNEL BY DISCIPLINE:

1. 3 ADMINISTRATIVE	17. OCEANOGRAPHERS
2. ARCHITECTS	18. PLANNERS:URB/REGNL
3. CHEMICAL ENGINEERS	19. SANITARY ENGINEERS
4. CIVIL ENGINEERS	20. SOILS ENGINEERS
5. CONSTRUCTION INSPECTORS	21. SPEC WRITERS
6. DRAFTSMEN	22. STRUCTURAL ENGINEERS
7. ECOLOGISTS	23. SURVEYORS
8. 6 ECONOMISTS	24. TRANSPORTATION ENGINEERS
9. ELECTRICAL ENGINEERS	25/175 2 GEOGRAPHIC INFORMATION SPE
10. ESTIMATORS	26/100 1 WATER RESOURCE EXPERTS
11. GEOLOGISTS	
12. HYDROLOGISTS	
13. INTERIOR DESIGNERS	
14. LANDSCP ARCHITECTS	
15. MECHANICAL ENGINEERS	
16. MINING ENGINEERS	

SUMMARY OF FEES FOR LAST 5 YEARS:

	95	94	93	92	91	FEE RANGES
FEDERAL CONTRACT WORK	4	4	4	4	4	1. < 100,000
ALL OTHER DOMESTIC WORK	4	4	4	4	4	2. 100,000 - 250,000
ALL OTHER FOREIGN WORK	1	1	1	1	1	3. 250,000 - 500,000
						4. 500,000 - 1 MIL
						5. 1 MIL - 2 MIL
INTERESTED IN FOREIGN WORK						6. 2 MIL - 5 MIL
BUT WITHOUT SUCH EXPERIENCE: NO						7. 5 MIL - 10 MIL
						8. > 10 MIL

FIRM-NO: 002623 SF-254 DATED: FEB 97 WE DIG DIRT PAGE 2

PRESENT OFFICES: TOTAL PERSONNEL: 12

OFFICE STRENGTH

1. DIRT, WA	360-888-0001	11
2. FAIR OAKS, CA	916-542-2000	1

PROFILE OF FIRM PROJECT EXPERIENCE, LAST 5 YEARS

PROF. CODE	NO. PROJ	GROSS FEES (THOUS)	EXPERIENCE PROFILE DESCRIPTION
1. 003	22	2,438	AGRICLTR DEV;GRAIN STOR;FARM MECHANIZATIO
2. 019	10	896	COMPUTER FACILITIES;COMPUTER SERVICE
3. 020	4	290	CONSERVATION & RESOURCE MANAGEMENT
4. 032	11	855	ENERGY CONSERVATION;NEW ENERGY SOURCES
5. 033	11	921	ENVIRON. IMPACT STUDIES ASSMNTS OR STMNTS
6. 037	4	713	FISHERIES;FISH LADDERS
7. 038	2	205	FORESTRY & FOREST PRODUCTS
8. 042	4	328	HARBORS;JETTIES;PIERS;SHIP TERMINAL FAC.
9. 046	1	100	HIGHWAYS;STREETS;AIRFLD PAVING;PARKING LOT
10. 056	25	4,827	IRRIGATION;DRAINAGE
11. 067	1	90	MINING & MINERALOGY
12. 078	8	261	PLANNING(COMMUNITY,REGNL,AREAWIDE & STATE)
13. 079	4	161	PLANNING(SITE, INSTALLATION & PROJECT)
14. 088	4	263	RECREATION FACILITIES(PARKS, MARINAS, ETC.
15. 092	15	734	RIVERS;CANALS;WATERWAYS;FLOOD CONTROL
16. 102	21	4,385	SURVEYING;PLATTING;MAPPING;FLOOD PLAIN STU
17. 107	67	5,323	TRAFFIC & TRANSPORTATION ENGINEERING
18. 114	28	2,607	WATER RESOURCES;HYDROLOGY;GROUND WATER
19. 117	3	77	ZONING;LAND USE STUDIES
20. 201/230	7	5,314	LAKE HABILITATION AND MANAGEMENT

-- Hit Enter To Continue -- **<enter>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data)
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **3** **<enter>**

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

\*\*\*\*\* SOURCE SELECTION INFORMATION \*\*\*\*\*

G060211C PERFORMANCE EVALUATION RETRIEVAL SUMMARY

18-MAR-98

\*\*\*\*\*

002623 WE DIG DIRT

DACW6895D0003 ENGR SERVICES RATED ON: 02-OCT-96 EXCELLENT RECOMMEND:

YES

-- Hit Enter To Continue -- **<enter>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data)
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **4** **<enter>**

Wednesday March 18, 1998

1

ARCHITECT-ENGINEER CONTRACT ADMINISTRATION SUPPORT SYSTEM (ACASS)

LIST OF COE NUMBERS SELECTED FOR

PRINT OR DISPLAY

002623 WE DIG DIRT

TOTAL OBLIGATED AMT (IN THOU)

67

1 row selected.

Wednesday March 18, 1998

1

ARCHITECT-ENGINEER CONTRACT ADMINISTRATION SUPPORT SYSTEM (ACASS)

DOD CONTRACT AWARD DATA INCLUDING CORPS OF ENGINEERS (CE)

SOURCE: EXTRACTED FROM THE DOD DD350 SYSTEM (DOD-AMDS)

FIRM NUMBER	DUNS/CEC NUMBER	CONTRACT NUMBER	MOD ORDER NUMBER	AWARD DATE	PLACE OF PERFORMANCE	OBL AMT IN THOU
=====	=====	=====	=====	=====	=====	=====

002623	09231177J	DACW6895D0003	0001	950815	WALLA WALLA WASHINGTON	67
--------	-----------	---------------	------	--------	---------------------------	----

-- Hit Enter To Continue -- **<ENTER>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data)
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **X** **<enter>**

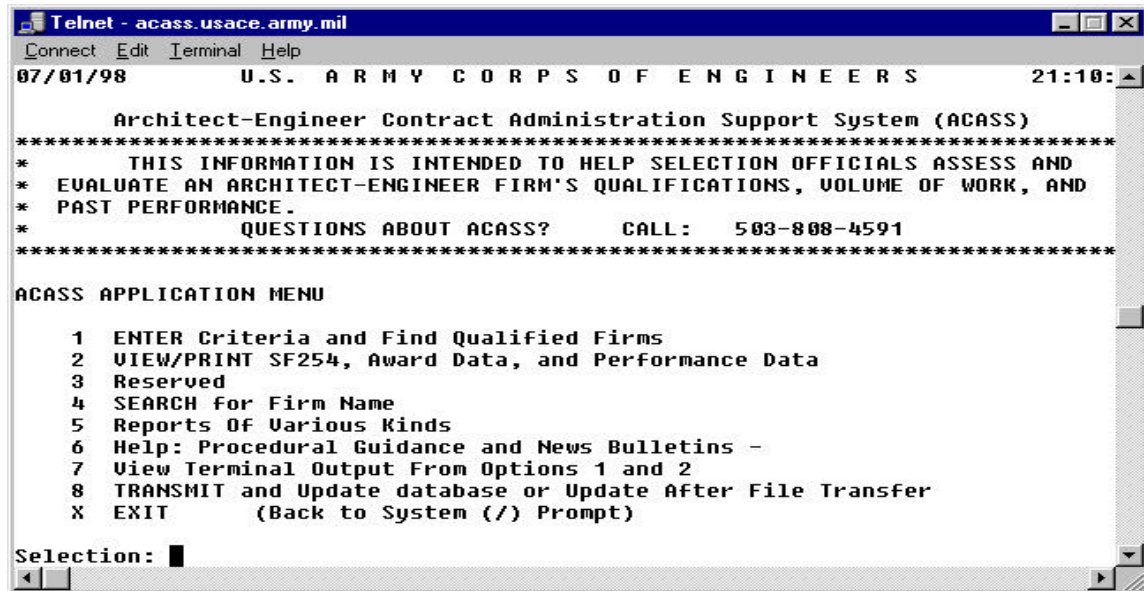
This is the end of the List Firm Data Procedure

-- Hit Enter To Continue -- **<enter>**

3. Reserved

#### 4. Search for Firm Name

This procedure scans the firm file alphabetically using the firm name (from 3 to 16 characters) as entered by the user. The firm number, date of SF254 on file, date of SF254 in process, number of contracts, number of performance evaluations and the address of the firm with the closest alphabetic match to the entered characters is displayed as well as the next two records in the alphabetical order. When the three firms starting with the closest match are shown the user is prompted to enter (n) to see the next three firms, (p) to see the previous three firms, enter a new search string or (t) to terminate search.



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98 U.S. ARMY CORPS OF ENGINEERS 21:10:
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
* THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
* EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
* PAST PERFORMANCE.
* QUESTIONS ABOUT ACASS? CALL: 503-808-4591
*****
ACASS APPLICATION MENU

1 ENTER Criteria and Find Qualified Firms
2 VIEW/PRINT SF254, Award Data, and Performance Data
3 Reserved
4 SEARCH for Firm Name
5 Reports Of Various Kinds
6 Help: Procedural Guidance and News Bulletins -
7 View Terminal Output From Options 1 and 2
8 TRANSMIT and Update database or Update After File Transfer
X EXIT (Back to System (/) Prompt)

Selection: █
```

Your responses are in bold.

Selection: **4** **<enter>**

One moment please!!!

We are allocating files, loading tables, etc., etc.,  
we will be "with you" soon as we are done!

THIS IS AN INTERACTIVE AID TO SEARCH A FILE OF A-E FIRMS.  
ENTER ALPHA SEARCH KEY(3-16 CHARACTERS)  
OR ENTER 'H' TO START LISTING HOME/BRANCH OFFICES

? **parsons** **<enter>**

PARSONS BASIL	PARSONS-BASIL	AWRDS = 0
014724	234 SYNGROU AVENUE	EVALS = 0
	ATHENS	
	GREECE	

PARSONS BRINCKER	PARSONS BRINCKERHOFF INTERNATIONAL, INC.	AWRDS = 65
065250	555 13TH STREET NW, STE. 460	EVALS = 1
	WASHINGTON, DC 20004	- -

PARSONS BRINCKER	PARSONS BRINCKERHOFF	AWRDS = 0
065250A	CONSTRUCTION SERVICES, INC.	EVALS = 1
JUL 96	3340 PEACHTREE ROAD, STE. 2400	
	ATLANTA, GA 30326	404-237-2115



ENTER 'N' TO SEE THE NEXT 3 RECORDS, 'P' FOR THE PRECEDING 3,  
 'T' TO TERMINATE THE SESSION, OR A NEW 3 TO 16 CHARACTER KEY  
 OR ENTER 'H' TO START LISTING HOME/BRANCH OFFICES

? **n** <enter>

PARSONS BRINCKER PARSONS BRINCKERHOFF QUADE & 065250AG DOUGLAS, INC. 11 KOGER EXEC. CENTER, STE. 100 NORFOLK, VA 23502 - -	AWRDS = 0 EVALS = 19
---	-------------------------

PARSONS BRINCKER PARSONS BRINCKERHOFF QUADE & 065250AI DOUGLAS, INC. ENERGY SYS GROUP E. ONE PENN PLAZA NEW YORK, NY 10119 - -	AWRDS = 0 EVALS = 0
---	------------------------

PARSONS BRINCKER PARSONS BRINCKERHOFF QUADE & 065250AR DOUGLAS, INC. 230 W. MONROE STREET, STE. 350 CHICAGO, IL 60606 - -	AWRDS = 0 EVALS = 0
--	------------------------

ENTER 'N' TO SEE THE NEXT 3 RECORDS, 'P' FOR THE PRECEDING 3,  
 'T' TO TERMINATE THE SESSION, OR A NEW 3 TO 16 CHARACTER KEY  
 OR ENTER 'H' TO START LISTING HOME/BRANCH OFFICES

? **emcon** <enter>

EMCON EMCON 022750 400 S. EL CAMINO REAL, #1200 SAN MATEO, CA 94402-1708 - - APR 97	AWRDS = 46 EVALS = 0
--	-------------------------

EMCON ALASKA INC EMCON ALASKA, INC. 006755 4701 BUSINESS PARK BLVD, #36 ANCHORAGE, AK 99503-7166 - -	AWRDS = 0 EVALS = 2
--	------------------------

EMCON ASSOCIATES EMCON ASSOCIATES, INC. 022750E 120 COLUMBIA, SUITE 500 ALISO VIELO, CA 92656-1459 - -	AWRDS = 0 EVALS = 18
--	-------------------------

ENTER 'N' TO SEE THE NEXT 3 RECORDS, 'P' FOR THE PRECEDING 3,  
 'T' TO TERMINATE THE SESSION, OR A NEW 3 TO 16 CHARACTER KEY  
 OR ENTER 'H' TO START LISTING HOME/BRANCH OFFICES

? **harding** <enter>

HARDING LAWSON A HARDING LAWSON ASSOCIATES 036540 7655 REDWOOD BOULEVARD SEP 96 NOVATO, CA 94948 415-892-0821	AWRDS = 201 EVALS = 8
---	--------------------------

HARDING LAWSON A HARDING LAWSON ASSOCIATES 036540A PEARL CITY BUSINESS ASSOC. 803 KAMEHAMEHA HWY, RM. 404 PEARL CITY, HI 96782 - -	AWRDS = 0 EVALS = 3
---	------------------------

HARDING LAWSON A HARDING LAWSON ASSOCIATES  
036540B 601 EAST 57TH PLACE  
ANCHORAGE, AK 99518 - -

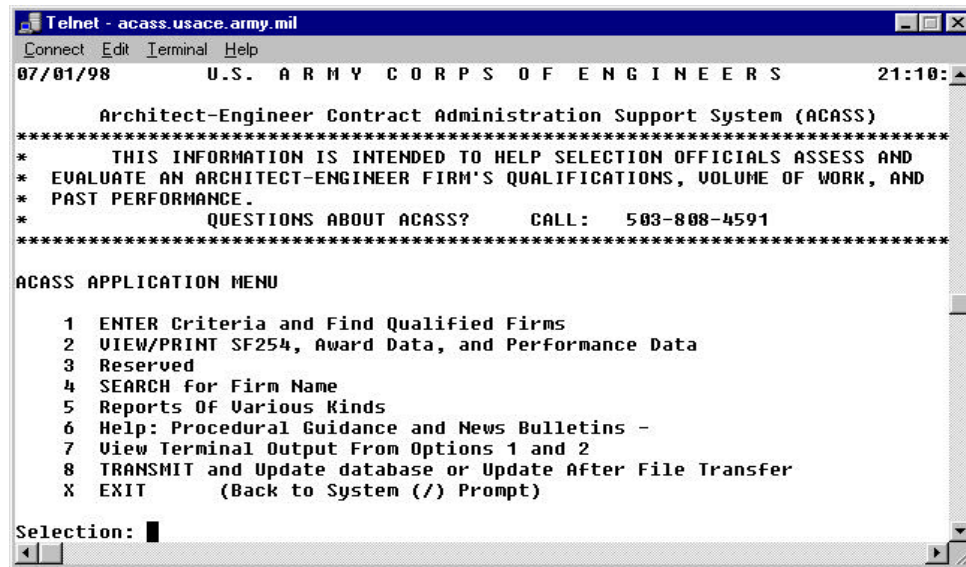
AWRDS = 0  
EVALS = 18

ENTER 'N' TO SEE THE NEXT 3 RECORDS, 'P' FOR THE PRECEDING 3,  
'T' TO TERMINATE THE SESSION, OR A NEW 3 TO 16 CHARACTER KEY  
OR ENTER 'H' TO START LISTING HOME/BRANCH OFFICES

? t <enter>

GOODBYE

## 5. Reports of various kinds



The screenshot shows a Telnet window titled "Telnet - acass.usace.army.mil". The header displays the date "07/01/98", the text "U.S. ARMY CORPS OF ENGINEERS", and the time "21:10". The main text reads: "Architect-Engineer Contract Administration Support System (ACASS)", followed by a block of asterisks and the statement: "THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND PAST PERFORMANCE." Below this, it says "QUESTIONS ABOUT ACASS? CALL: 503-808-4591". The "ACASS APPLICATION MENU" lists the following options: 1 ENTER Criteria and Find Qualified Firms, 2 VIEW/PRINT SF254, Award Data, and Performance Data, 3 Reserved, 4 SEARCH for Firm Name, 5 Reports Of Various Kinds, 6 Help: Procedural Guidance and News Bulletins -, 7 View Terminal Output From Options 1 and 2, 8 TRANSMIT and Update database or Update After File Transfer, and X EXIT (Back to System (/) Prompt). The prompt "Selection: " is at the bottom.

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S. ARMY CORPS OF ENGINEERS      21:10
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
* THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
* EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
* PAST PERFORMANCE.
* QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****

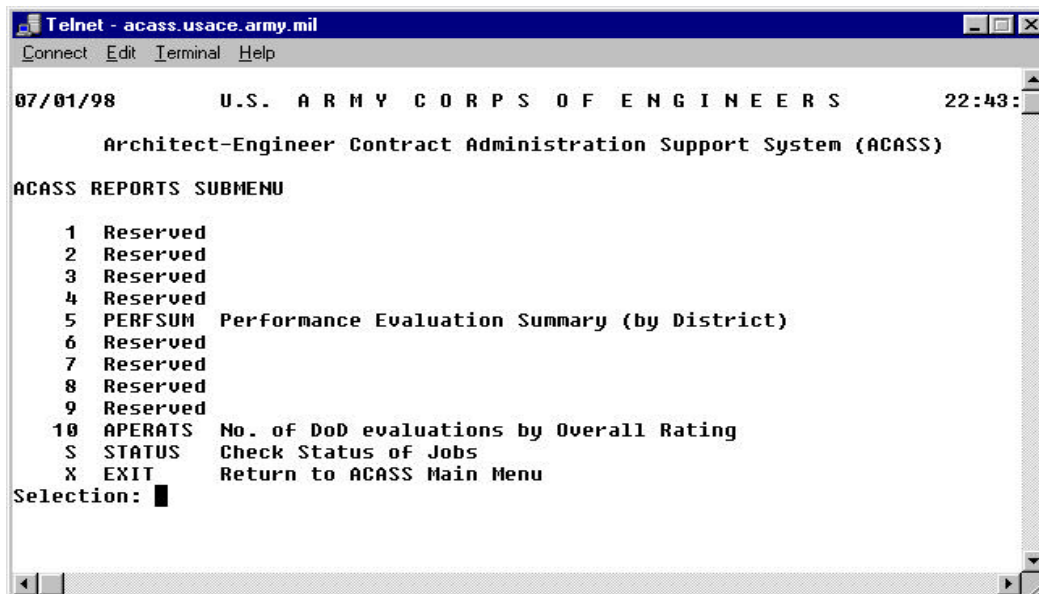
ACASS APPLICATION MENU

  1 ENTER Criteria and Find Qualified Firms
  2 VIEW/PRINT SF254, Award Data, and Performance Data
  3 Reserved
  4 SEARCH for Firm Name
  5 Reports Of Various Kinds
  6 Help: Procedural Guidance and News Bulletins -
  7 View Terminal Output From Options 1 and 2
  8 TRANSMIT and Update database or Update After File Transfer
  X EXIT      (Back to System (/) Prompt)

Selection: 
```

User responses are in bold.

Selection: **5** **<enter>**



The screenshot shows the same Telnet window, but now displaying the "ACASS REPORTS SUBMENU". The options listed are: 1 Reserved, 2 Reserved, 3 Reserved, 4 Reserved, 5 PERFSUM Performance Evaluation Summary (by District), 6 Reserved, 7 Reserved, 8 Reserved, 9 Reserved, 10 APERATS No. of DoD evaluations by Overall Rating, S STATUS Check Status of Jobs, and X EXIT Return to ACASS Main Menu. The prompt "Selection: " is at the bottom.

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S. ARMY CORPS OF ENGINEERS      22:43
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****

ACASS REPORTS SUBMENU

  1 Reserved
  2 Reserved
  3 Reserved
  4 Reserved
  5 PERFSUM Performance Evaluation Summary (by District)
  6 Reserved
  7 Reserved
  8 Reserved
  9 Reserved
 10 APERATS No. of DoD evaluations by Overall Rating
   S STATUS Check Status of Jobs
   X EXIT  Return to ACASS Main Menu

Selection: 
```

- 1) Reserved
- 2) Reserved
- 3) Reserved
- 4) Reserved
- 5) Performance Evaluation Summary (by District)
- 6) This option allows the display of summary data about performance evaluations for your activity. This information can be viewed at the local terminal and captured to a file or COE offices may print to their remote printer.
- 7) Reserved
- 8) Reserved

- 9) Reserved
- 10) Reserved
- 11) No. of DoD Evaluations by Overall Rating
- 12) This option generates a listing of the number of evaluations entered into the database by the Corps of Engineers, Navy, Air Force, Department of Defense, Other Agencies and Total.
- S Check Status of Jobs
- X Return to ACASS Main Menu

## 5. Performance Evaluation Summary (by District)

Provides a list of performance evaluations by district/division.

Selection: **5** <enter>

This procedure allows you to:

- display summary data about performance evaluations for your activity at your terminal
- OR
- submit a batch job printing the summary data for your activity at your remote printer

Do you want your data displayed at your terminal or printed at a remote printer?

- 1. Display at terminal
- 2. Print at remote Printer

Enter 1 or 2 : **1** <enter>

Identify your agency from the following,  
or END your session:

- 1. Dod Agency
- 2. Other Federal Agency
- 3. End your session

Enter 1, 2, or 3 : **1** <enter>

Enter: the FIRST SIX characters of the contract number  
"E" to end

Enter your response : **DACA85** <enter>

DACA8585C0017 029171C	DAVEY MCKEE CORP	C F A Y 18-MAR-93
DACA8585C0021 027955	TRA/FARR ARCHITECTUR	C F A Y 11-MAR-93
DACA8585C0046 028322E	JOHN GRAHAM	C F A Y 13-APR-93

DACA8585C0078	001138	DONOHUE & ASSOC. (RU	E F H	Y 26-JAN-94
DACA8586C0010	028204	STERTZ ARCHITECTS IN	C F A	Y 04-JAN-95
DACA8586C0035	021900	CHARLES BETTISWORTH	C F A	Y 08-OCT-92
DACA8586C0043	036067	DESIGN ALASKA, INC.	C F A	Y 18-MAR-93
DACA8586C0056	023328	ARCHITECTS WEST, INC	C F A	Y 18-MAR-93
DACA8587C0010	008472	KUMIN ASSOCIATES	C F A	Y 18-MAR-93
DACA8587C0025	027753	PORATH/BERRY ARCHITE	C F A	Y 18-MAR-93
DACA8587C0034	054095	MAYNARD & PARTCH	C F A	Y 11-JAN-94
DACA8587C0043	008705G	FLUOR DANIEL ALASKA	T F H	Y 25-MAR-92
DACA8587C0044	008799	SIPMAN & NEWMAN JV	C F A	Y 18-MAR-93
DACA8587C0047	009328	DOWL ENGINEERS	D F A	Y 11-MAY-93
DACA8587C0049	026414	LIVINGSTON SLONE JV	C I P	N 19-AUG-92
DACA8587C0050	013860	ARCHITECTS ALASKA	C F A	Y 18-MAR-93
DACA8587C0061	030060	MINCH, RITTER, FORRE	C F A	Y 18-MAR-93
DACA8587D0009	032944	LARRY S. CASH, ARCHI 0007	C F B	Y 18-MAR-93
DACA8588C0015	020285	ECI/HYER INC.	C F A	Y 20-JUL-93
DACA8588C0033	008705G	FLUOR DANIEL ALASKA	D F H	Y 25-MAR-92
DACA8588C0039	057870J	MONTGOMERY WATSON	D F A	Y 10-MAY-93
DACA8588D0014	003704E	ECOLOGY AND THE ENVI 0020	C F A	Y 29-SEP-94
DACA8588D0014	003704E	ECOLOGY & ENVIRONMEN 0022	D F A	Y 19-DEC-96

--more-- **<enter>**

Enter: the FIRST SIX characters of the contract number  
"E" to end

Enter your response : **E** **<enter>**

Identify your agency from the following,  
or END your session:

1. Dod Agency
2. Other Federal Agency
3. End your session

Enter 1, 2, or 3 : **3** **<enter>**

This is the end of the Agency Contract List procedure

Hit enter to continue **<enter>**

10. No. of DoD Evaluations by Overall Rating  
**User responses are in bold.**

Selection: **10**    **<enter>**

\*\*\*\*\*  
          **QUERING ACASS DATABASE FOR OVERALL RATINGS BY AGENCY**  
\*\*\*\*\*

Enter beginning date: (DD-MON-YY)

**01-Jan-98**    **<enter>**

Enter ending date: (DD-MON-YY)

**28-Feb-98**    **<enter>**

Counting Rating Codes for CORPS  
Counting Rating Codes for NAVY  
Counting Rating Codes for AIR FORCE  
Counting Rating Codes for DEPT OF ARMY  
Counting Rating Codes for TOTAL

COUNT OF RATING CODES OF ACASS CONTRACTS FOR: CORPS

Beginning Rating Date: 01-Jan-98

Ending Rating Date: 28-Feb-98

Rating	Count
-----	
A	42
H	7

COUNT OF RATING CODES OF ACASS CONTRACTS FOR: NAVY

Beginning Rating Date: 01-Jan-98

Ending Rating Date: 28-Feb-98

Rating	Count
-----	
A	12
E	1
H	11

COUNT OF RATING CODES OF ACASS CONTRACTS FOR: AIRFORCE

Beginning Rating Date: 01-Jan-98

Ending Rating Date: 28-Feb-98

Rating	Count
-----	
H	5

COUNT OF RATING CODES OF ACASS CONTRACTS FOR: DA

Beginning Rating Date: 01-Jan-98

Ending Rating Date: 28-Feb-98

Rating	Count
--------	-------

-----	-----
-------	-------

E	2
---	---

COUNT OF RATING CODES OF ACASS CONTRACTS FOR: TOTAL

Beginning Rating Date: 01-Jan-98

Ending Rating Date: 28-Feb-98

Rating	Count
--------	-------

-----	-----
-------	-------

A	54
---	----

E	3
---	---

H	23
---	----

\*\*\*\*\*

You have created a file named AEPRATS\_RPT in your root directory  
which you may download to your PC  
using any communications software ( or FTP) package available

\*\*\*\*\*

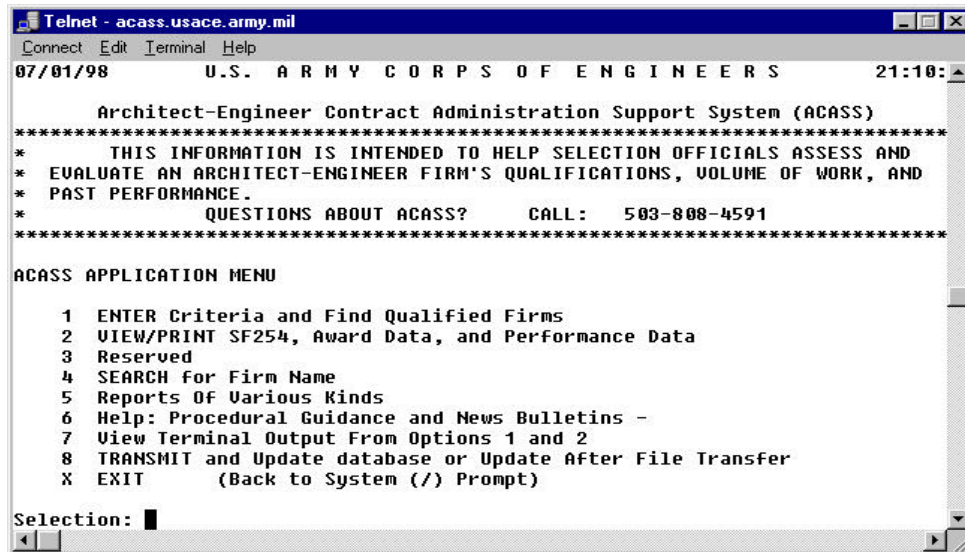
This is the end of the Query Database Ratings Procedure

-- Hit Enter To Continue -- **<enter>**



## 6. Help: Procedural Guidance and News Bulletins

This information is currently out of date and under revision. Refer to the specific function for guidance.



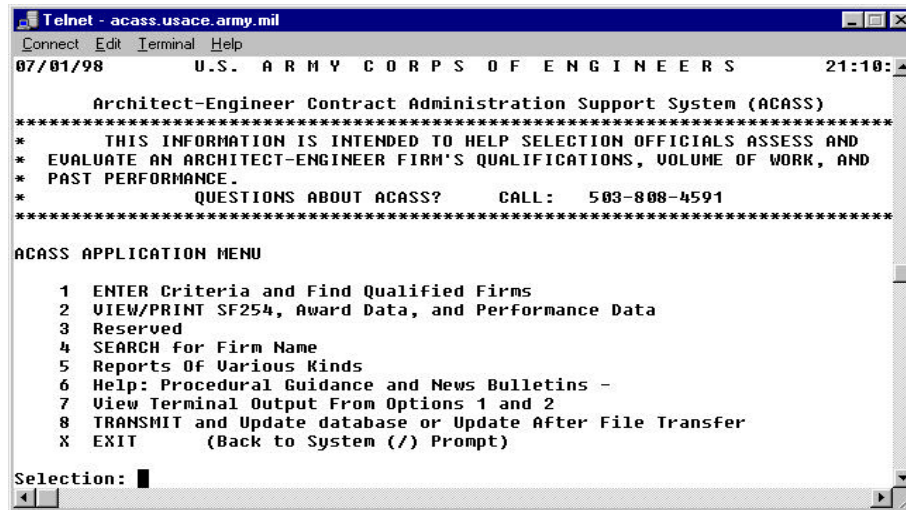
```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      21:10:
*****
Architect-Engineer Contract Administration Support System (ACASS)
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*               QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****

ACASS APPLICATION MENU

  1 ENTER Criteria and Find Qualified Firms
  2 VIEW/PRINT SF254, Award Data, and Performance Data
  3 Reserved
  4 SEARCH for Firm Name
  5 Reports Of Various Kinds
  6 Help: Procedural Guidance and News Bulletins -
  7 View Terminal Output From Options 1 and 2
  8 TRANSMIT and Update database or Update After File Transfer
  X EXIT      (Back to System (/) Prompt)

Selection: █
```

## 7. View Terminal Output From Options 1 and 2



User responses are in bold.

Selection: **7** **<enter>**

Enter your initials or unique identifier  
you specified when invoking FIRMPR (Option 2)

Enter Initials/Id : **ra** **<enter>**

Choose one of the following:

- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 : **1** **<enter>**

Once all the jobs have been processed, you may select one of the VIEW menu items. Your data will be displayed on the screen. Please refer to the other sections for the type of data that is displayed.

Choose one of the following:

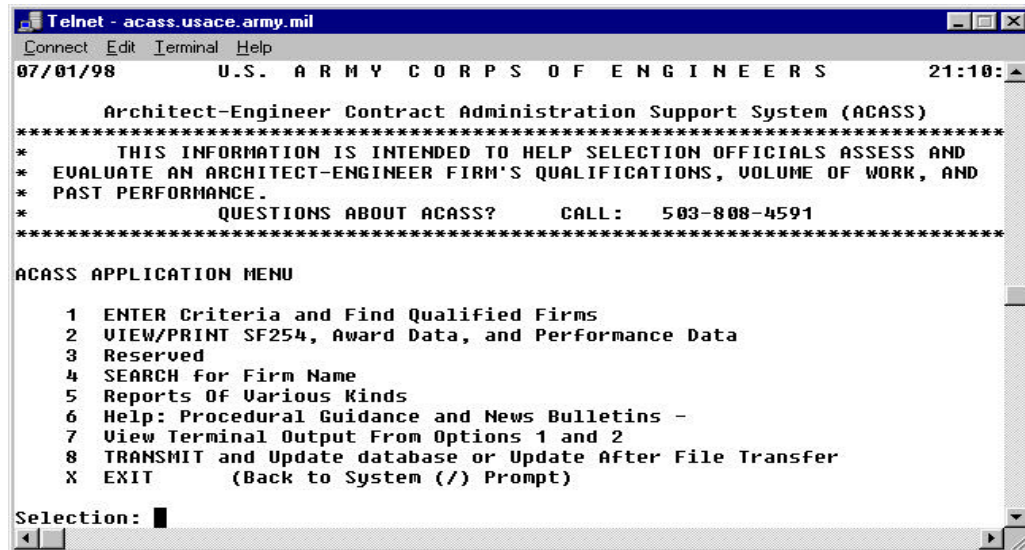
- 1 STATUS Check status of jobs
- 2 View A-E Qualification Data (SF254)
- 3 View A-E Performance Evaluation Data
- 4 View DoD A-E Contract (INCLUDING COE) Data
- 5 View Corps of Engineers Contract Award Data
- X EXIT Return to ACASS MAIN MENU (or system prompt)

Enter 1, 2, 3, 4, or 5 :

## 8. Transmit and Update ACASS or Update After File Transfer

### Overview

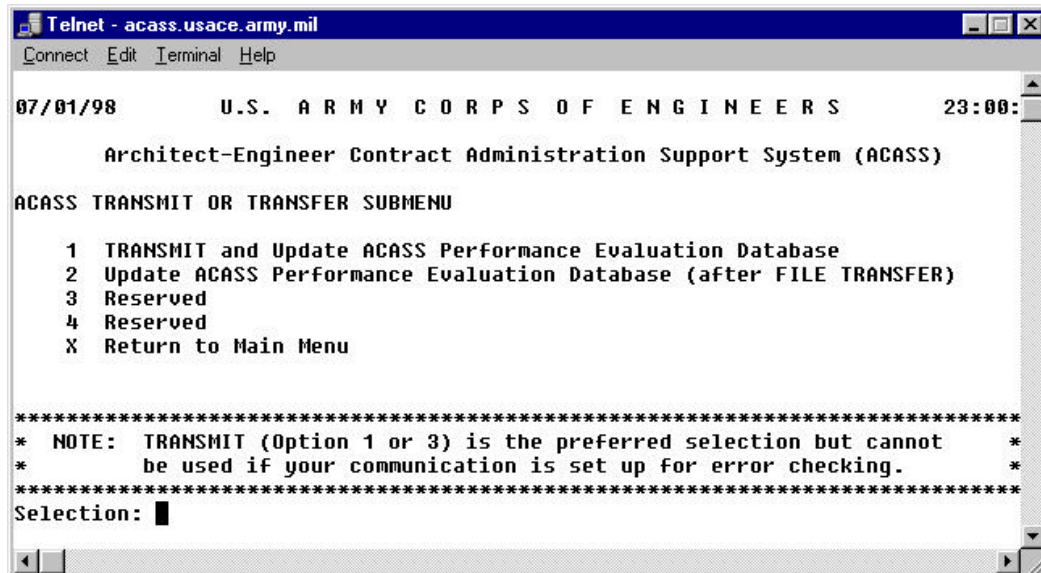
After the performance evaluation is entered into the PC Program and the NPD transfer file is created the user must EXIT from the PC program. The next steps in the process is to transfer the SEND2631.DTA data file from the floppy diskette (or other storage location) to the mainframe database platform and then update the mainframe database with the data. Refer to the section on connecting to the mainframe database. Once connected to the mainframe, use the following instructions:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      21:10:
*****
***** Architect-Engineer Contract Administration Support System (ACASS) *****
***** THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND *****
***** EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND *****
***** PAST PERFORMANCE. *****
***** QUESTIONS ABOUT ACASS?      CALL:   503-808-4591 *****
*****
ACASS APPLICATION MENU
1 ENTER Criteria and Find Qualified Firms
2 VIEW/PRINT SF254, Award Data, and Performance Data
3 Reserved
4 SEARCH for Firm Name
5 Reports Of Various Kinds
6 Help: Procedural Guidance and News Bulletins -
7 View Terminal Output From Options 1 and 2
8 TRANSMIT and Update database or Update After File Transfer
X EXIT      (Back to System (/) Prompt)

Selection: █
```

Selection: 8 <enter>



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/01/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      23:00:
*****
***** Architect-Engineer Contract Administration Support System (ACASS) *****
*****
ACASS TRANSMIT OR TRANSFER SUBMENU
1 TRANSMIT and Update ACASS Performance Evaluation Database
2 Update ACASS Performance Evaluation Database (after FILE TRANSFER)
3 Reserved
4 Reserved
X Return to Main Menu

*****
***** NOTE: TRANSMIT (Option 1 or 3) is the preferred selection but cannot *****
***** be used if your communication is set up for error checking. *****
*****
Selection: █
```

- 1) TRANSMIT and Update ACASS Performance Evaluation Database  
This option allows the user to **transmit** a data file to the mainframe database and update the database with this file.
- 2) Update ACASS Performance Evaluation Database (after FILE TRANSFER)  
This option allows the user to **update** the mainframe database with a file that was transferred to the mainframe database platform external to the ACASS Mainframe database menu.
- 3) Reserved
- 4) Reserved
- X. Return to Main menu

There are two methods to send data to the mainframe database. The method used depends on the software and hardware available to the user.

**NOTE:** Each site must determine which method and software will be used.

The first method involves the use of a software package (such as VistaCom) which incorporates the file transfer process within the functioning of the software.

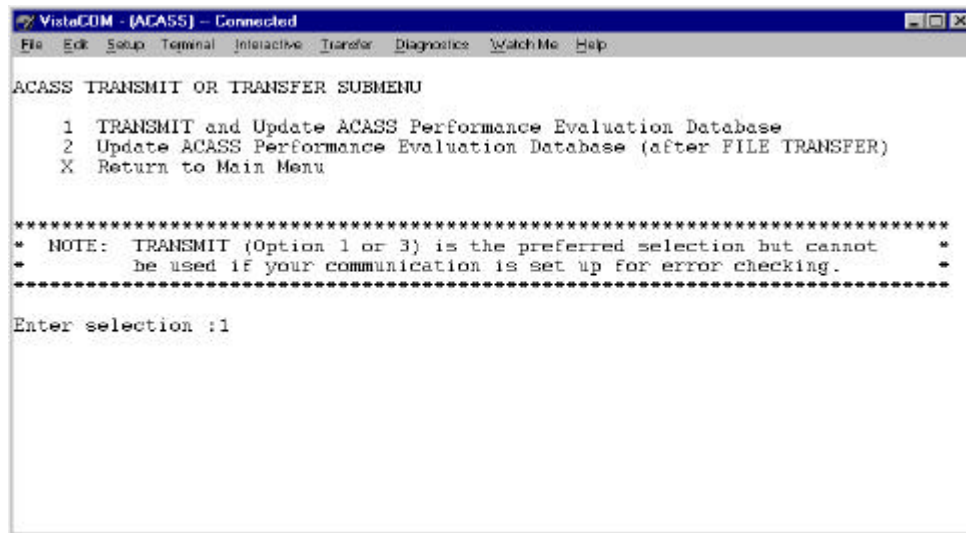
The second method involves the use of FTP (file transfer protocol) software as well as communications software (such as Telnet, NetTerm or SignaTerm).

## Using VistaCom and Transmit Menu Option 1

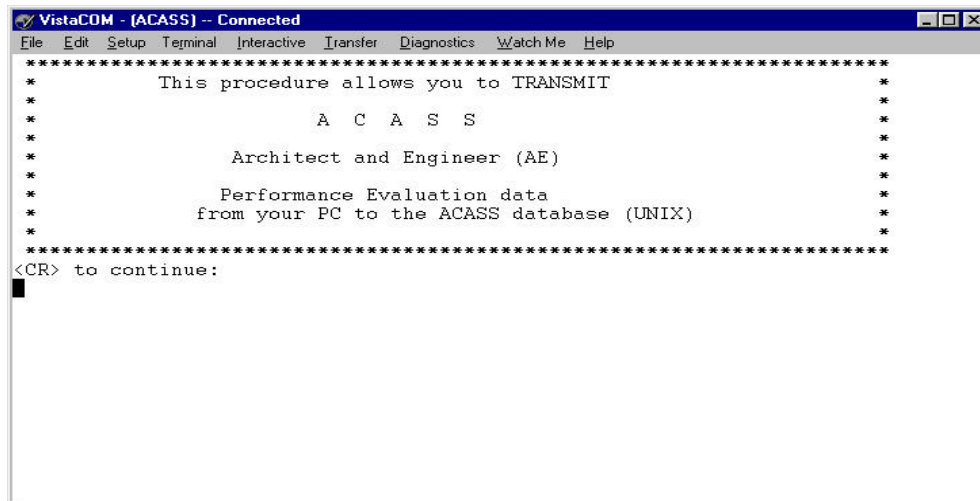
TRANSMIT and Update ACASS Performance Evaluation Database (using VistaCom)

This involves the interactive transmission of the ASCII file (SEND2631.DTA) created with the PC Program and the update to the mainframe database. There are many software products which can be used to accomplish this task, such as ProCom, Exceed, and VistaCom. VistaCom for Windows is used in all examples.

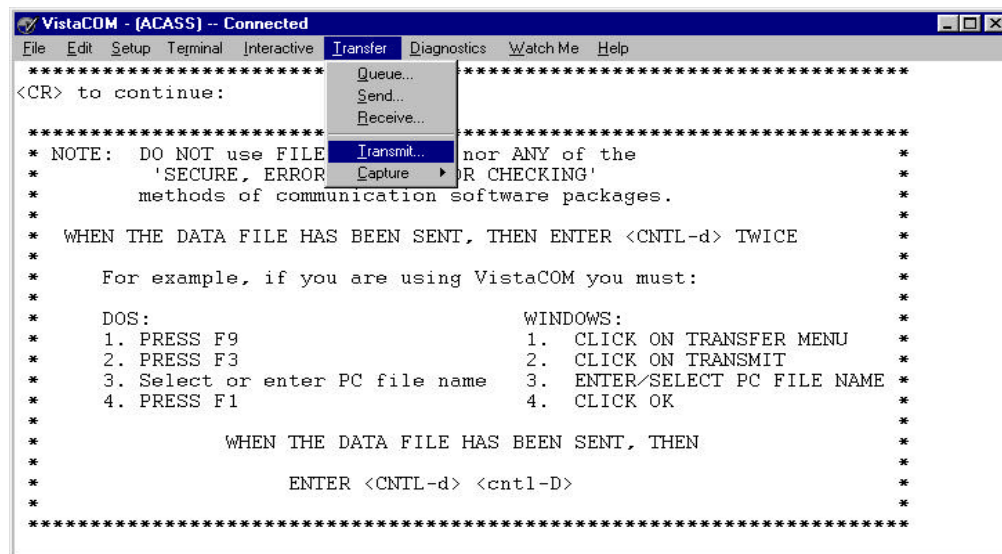
The screens look like the following:



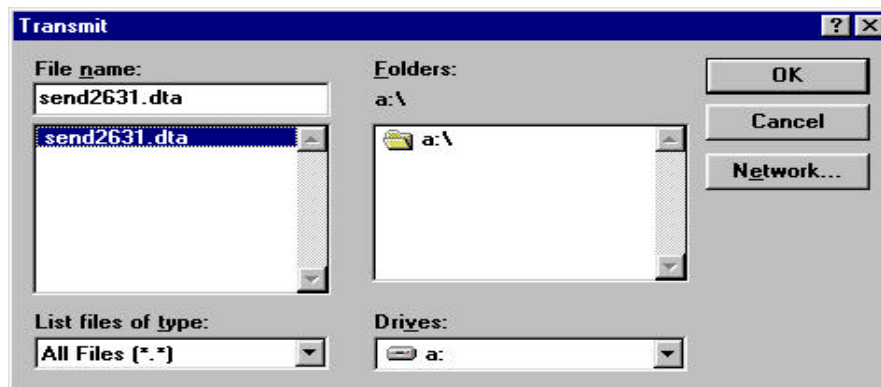
Select menu option 1 to Transmit and Update ACASS.... The following screen will appear:



Select <enter> to continue. The following screen will appear:



Select Transmit from the Transfer menu. The following screen will appear:



Select the appropriate directory where the file was stored when it was created using the PC Program. Select OK.

After VistaCom indicates the number of lines that were transferred, the user must enter ^D ^D (Control key and D, twice). This indicates to the system that the data transfer is complete.

A number of individual lines of data will scroll by and then the following screen will appear:

```

VistaCOM - [ACASS] -- Connected
File Edit Setup Terminal Interactive Transfer Diagnostics Watch Me Help
PUA*
PUB*
PUC*
PUD*
PUE*
PUF*
PUG*
PUH*
PUJ*
PUK*
PPAProject experienced delays due to programing changes and late base
PPAcomments.**

<End of Report>

*
* The data displayed above has been transferred from
* your PC. Do you wish to store this data on the
* ACASS data base now?
*
* 1. Store data on ACASS data base now
* 2. Exit procedure, lose everything
*
Enter 1, or 2 :

```

Select 1 to store the data to the database. The following screen will appear:

```

VistaCOM - [ACASS] -- Connected
File Edit Setup Terminal Interactive Transfer Diagnostics Watch Me Help
PUG*
PUH*
PUJ*
PUK*
PPAProject experienced delays due to programing changes and late base
PPAcomments.**

<End of Report>

*
* The data displayed above has been transferred from
* your PC. Do you wish to store this data on the
* ACASS data base now?
*
* 1. Store data on ACASS data base now
* 2. Exit procedure, lose everything
*
Enter 1, or 2 :1
Identify your agency from the following:
1. Corps of Engineers
2. Other Agency
Enter 1 or 2 or X to exit :2

```

If the user is an employee of the COE, option 1 prints the users submission at the remote high-speed printer designated during login. If the user does not want it to print at the high-speed printer or if the user is not an employee of the COE, choose option 2. Option 2 prints the information at the user's terminal.

Selecting option 2, the following information will appear:

The update job is complete



G060211B PERFORMANCE EVALUATION SUMMARY OF TRANSACTIONS 13-MAR-98  
PAGE 1

FIRM NO	CONTRACT NO	ORDNO	EVAL DATE	TYPE	ACTION TAKEN
013021	DACA6593C0003		03-DEC-93	D	DUPLICATE PERF. EVAL.: IGNORED

0000 STORED 0000 MODIFIED 000 EVALUATION DELETES 000 CONSULTANT DELETES

**NOTE: This evaluation was ignored (the database was not updated) since this evaluation already existed within the database (duplicate).**

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

\*\*\*\*\* SOURCE SELECTION INFORMATION \*\*\*\*\*

PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)

PAGE 1

\*\*\*\*\*

A-E CONTRACT NO: DACA65-93-C-0003

DELIVERY ORDER NO:

PROJECT NO: 002E179

CONST CONTRACT NO:

\* FIRM NUMBER: 013021 \*

\* TYPE OF REPORT: DESIGN \*

\* OVERALL RATING: EXCELLENT \*

\* EVALUATED DATE: 03-DEC-93 \*

\* RECOMMENDED: YES \*

\* PHASE OF COMPL: FINAL 100% \*

\*\*\*\*\*

NAME AND ADDRESS OF A-E CONTRACTOR:

DIRT CHEAP

5033 ROUSE DRIVE

GOLD BEACH, MN 20000

PROJECT TITLE AND LOCATION:

SEWER REHABILITATION

DESCRIPTION OF PROJECT IF NOT EXPLAINED BY TITLE:

REHAB GRAVITY SEWER, FM, LS

OFFICE RESPONSIBLE FOR:

SELECTION OF A-E CONTRACTOR: USACE, MARS

COMMERCIAL PHONE: 804-441-75

NEGOTIATION/AWARD OF A-E CONTRACT: USACE, MARS

ADMINISTRATION OF A-E CONTRACT: USACE, MARS

ADMINISTRATION OF CONST CONTRACT: USACE, MARS

A-E CONTRACT DATA:

TYPE OF WORK: DESIGN

TYPE OF A-E CONTRACT: FIXED PRICE

PROJECT COMPLEXITY: DIFFICULT

PROFESSIONAL SERVICES CONTRACT:

INITIAL A-E FEE: \$145,181.00

A-E CONTRACT MODS: NO. 002 AMOUNT \$84,313.00

TOTAL A-E FEE: \$229,494.00

A-E CONTRACT AWARD DATE: 02-DEC-92

DELIVERY ORDER AWARD DATE:

NEGOTIATED A-E CONTRACT COMPLETION DATE: 30-APR-93

(OR NUMBER OF DAYS): 0000

ACTUAL A-E CONTRACT COMPLETION DATE: 22-JUL-93

(OR NUMBER OF DAYS): 0000

CONSTRUCTION CONTRACT DATA:

AUTHORIZED CONSTRUCTION COST: \$0.00

A-E ESTIMATE FOR BID ITEMS AWARDED: \$0.00

AWARD AMOUNT: \$0.00

DATE AT TIME OF CONSTRUCTION COMPLETION:	NUMBER	TOTAL COST
--	--------	------------

CONSTRUCTION MODIFICATIONS:	000	\$0.00
-----------------------------	-----	--------

CONST MODS ARISING FROM DESIGN DEFICIENCIES:	000	\$0.00
--	-----	--------

A-E LIABILITY: NONE

RATING OFFICIAL: MORRIS H HAYES, EM, MILCON SECTION

DATE OF RATING: 03-DEC-93

REVIEWING OFFICIAL: JAMES N THOMASSON, PE, CHIEF, ENGINEERING DIV

DATE OF REVIEW: 15-DEC-93

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

\*\*\*\*\* SOURCE SELECTION INFORMATION \*\*\*\*\*

CONTRACT NO: DACA65-93-C-0003 PERFORMANCE RATINGS PAGE 2

QUALITY OF A-E SERVICES BY DISCIPLINE:

DISCIPLINES DESIGN/SERVICES CONSTRUCTION

-----  
ARCHITECTURAL  
STRUCTURAL  
CIVIL OUTSTANDING  
MECHANICAL  
ELECTRICAL  
FIRE PROTECTION  
SURVEY AND MAPPING OUTSTANDING  
COST ESTIMATING SATISFACTORY  
VALUE ENGINEERING  
ENVIRONMENTAL ENGINEERING  
GEOTECHNICAL ENGINEERING  
MASTER PLANNING  
HYDROLOGY  
CHEMICAL ENGINEERING  
GEOLOGY  
OTHER

DESIGN PHASE OR ENGINEERING SERVICES:

ATTRIBUTES

RATING

-----  
THOROUGHNESS OF SITE INVESTIGATION OUTSTANDING  
QUALITY CONTROL PROCEDURES AND EXECUTION OUTSTANDING  
PLANS/SPECS ACCURATE AND COORDINATED SATISFACTORY  
PLANS CLEAR AND DETAILED SUFFICIENTLY OUTSTANDING  
MANAGEMENT AND ADHERENCE TO SCHEDULES SATISFACTORY  
MEETING COST LIMITATIONS SATISFACTORY  
SUITABILITY OF DESIGN OR STUDY RESULTS OUTSTANDING  
SOLUTION ENVIRONMENTALLY SUITABLE SATISFACTORY  
COOPERATIVENESS AND RESPONSIVENESS OUTSTANDING  
QUALITY OF BRIEFING AND PRESENTATIONS OUTSTANDING

HOW MANY 100% FINAL RESUBMITTALS WERE REQUIRED BECAUSE OF POOR A-E  
PERFORMANCE?: 00

CONSTRUCTION PHASE

ATTRIBUTES

RATING

-----  
PLANS CLEAR AND DETAILED SUFFICIENTLY  
DRAWINGS REFLECT TRUE CONDITIONS  
PLANS/SPECS ACCURATE AND COORDINATED  
DESIGN CONSTRUCTIBILITY  
COOPERATIVENESS AND RESPONSIVENESS  
TIMELINESS AND QUALITY OF PROCESSING SUBMITTALS  
PRODUCT AND EQUIPMENT SELECTIONS READILY AVAILABLE  
TIMELINESS OF ANSWERS TO DESIGN QUESTIONS  
FIELD CONSULTATION AND INVESTIGATIONS  
QUALITY OF CONSTRUCTION SUPPORT SERVICES

KEY CONSULTANT DATA:

NONE REPORTED

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

\*\*\*\*\* SOURCE SELECTION INFORMATION \*\*\*\*\*

CONTRACT NO: DACA65-93-C-0003      PERFORMANCE EVALUATION      PAGE 3

REMARKS:

THIS FIRM WAS COOPERATIVE, TIMELY, AND ANTICIPATORY OF MY NEEDS SUCH THAT THERE WAS A MINIMUM OF EFFORT, NO DELAYS. THE ENGINEER WAS EXTREMELY THOROUGH, INDICATING AN EXCELLENT QC PROGRAM. ALL OF THIS IS IN CONSIDERATION OF A PROJECT FULL OF PECULIAR SITUATIONS AND UNIQUE PROBLEMS, REQUIRING A CONSIDERABLE EXPERTISE.

## Using Windows FTP and TELNET and Transmit Menu Option 2

### Transmit and Update using Windows FTP and Telnet

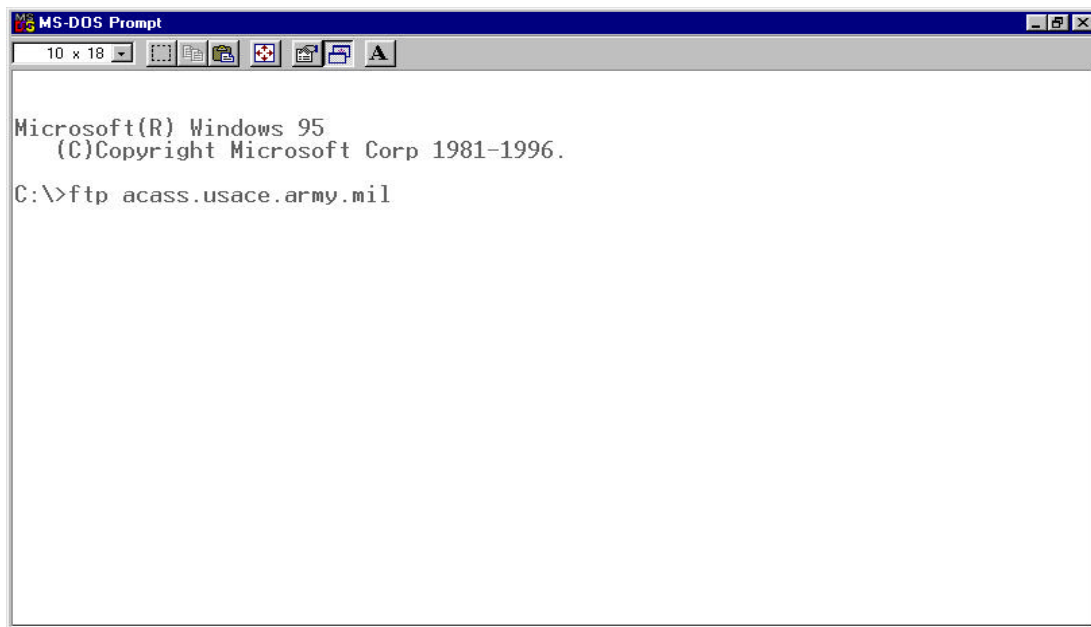
This function transfers the data file to the mainframe host computer. After this transfer is complete the user must login to the mainframe and "Update" the database.

### FTP Windows

This function transfers the data file to the mainframe host computer. After this transfer is complete the user must login to the mainframe database and "Update" the database.

Initiate the file transfer protocol (ftp)

1. At a DOS or Command Prompt (selected from the Programs menu) enter "ftp  
acass.usace.army.mil", as shown.



The image shows a screenshot of an MS-DOS Prompt window. The title bar reads "MS-DOS Prompt". The window contains the following text:

```
Microsoft(R) Windows 95  
(C)Copyright Microsoft Corp 1981-1996.  
C:\>ftp acass.usace.army.mil
```

The following screen will appear:

```

FTP
10 x 18
220-# ATTENTION #
220-# THIS IS A DOD COMPUTER SYSTEM. BEFORE PROCESSING CLASSIFIED #
220-# INFORMATION, CHECK THE SECURITY ACCREDITATION LEVEL OF THIS SYSTEM. #
220-# DO NOT PROCESS, STORE, OR TRANSMIT INFORMATION CLASSIFIED ABOVE THE #
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)):

```

Enter the userid in lowercase and <enter>. The following screen will appear:

```

FTP
10 x 18
220-# INFORMATION, CHECK THE SECURITY ACCREDITATION LEVEL OF THIS SYSTEM. #
220-# DO NOT PROCESS, STORE, OR TRANSMIT INFORMATION CLASSIFIED ABOVE THE #
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password: _

```

Enter the logon password, in lowercase, and <enter>. The following screen will appear:

```

FTP
10 x 18
220-# ACCREDITATION LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING #
220-# ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (INCLUDES #
220-# INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT #
220-# USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, #
220-# INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE #
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631_

```

Enter the command “put a:/send2631.dta send2631”, where a:/send2631.dta is the location where the file was saved when it was created using the PC Program and send2631 is the name being given to the file as it is saved in the user’s working directory on the mainframe, and <enter>. The following screen will appear:

**NOTE:** FTP does not support long filenames. They must be restricted to eight characters.

```

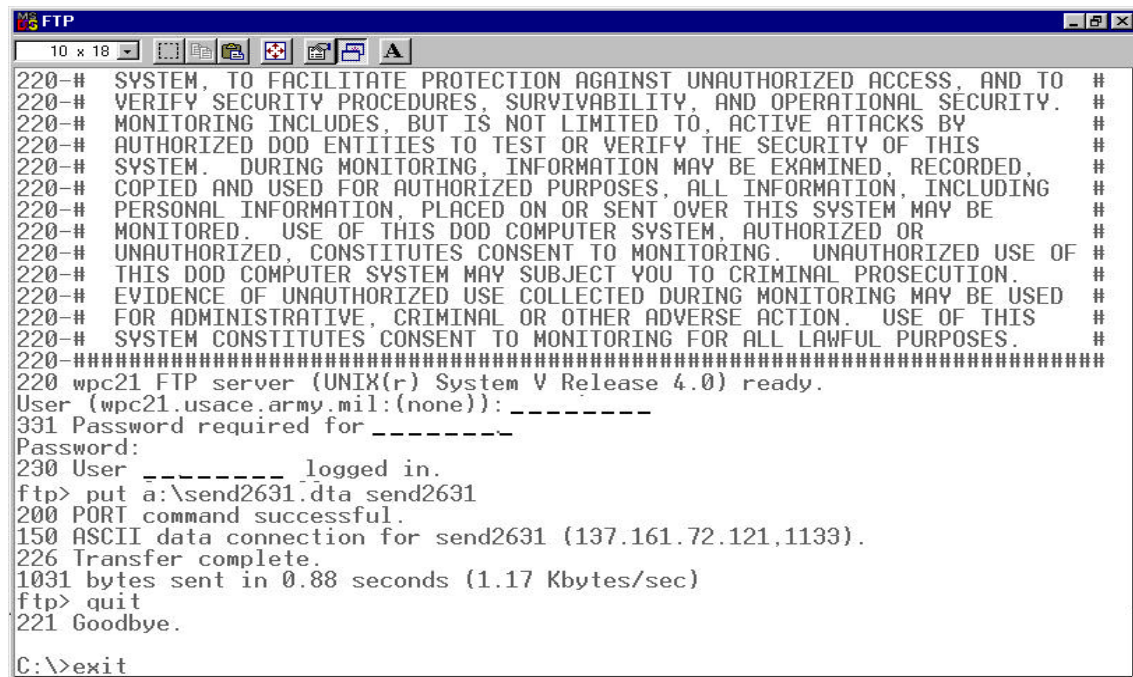
FTP
10 x 18
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631
200 PORT command successful.
150 ASCII data connection for send2631 (137.161.72.121.1133).
226 Transfer complete.
1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)
ftp> quit_

```

The user should review this information for the statement which indicates the number of bytes sent in how many seconds. In the example this is “1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)”. If this message is not displayed or if the number of bytes is 0 the file transfer was not successful.



After the user verifies that data was transferred to the mainframe computer, type “quit” at the ftp prompt and <enter>. The following screen will appear:



```
220-# SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO #
220-# VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. #
220-# MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY #
220-# AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS #
220-# SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, #
220-# COPIED AND USED FOR AUTHORIZED PURPOSES, ALL INFORMATION, INCLUDING #
220-# PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE #
220-# MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR #
220-# UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF #
220-# THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. #
220-# EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED #
220-# FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS #
220-# SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES. #
220-#####
220 wpc21 FTP server (UNIX(r) System V Release 4.0) ready.
User (wpc21.usace.army.mil:(none)): -----
331 Password required for -----
Password:
230 User ----- logged in.
ftp> put a:\send2631.dta send2631
200 PORT command successful.
150 ASCII data connection for send2631 (137.161.72.121,1133).
226 Transfer complete.
1031 bytes sent in 0.88 seconds (1.17 Kbytes/sec)
ftp> quit
221 Goodbye.
C:\>exit
```

Enter “exit” and <enter>. The DOS or Command Prompt Window will close and the user’s Windows desktop will again be visible.

## TELNET Windows

Connect to the ACASS Mainframe Database using Telnet:

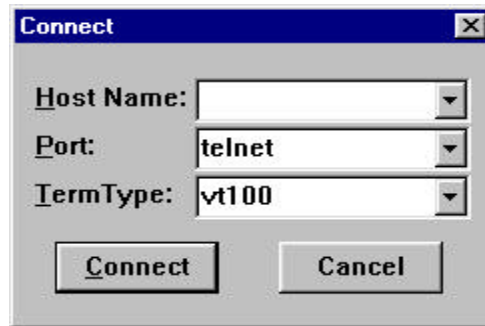
- a) Telnet can be initiated at a DOS prompt by typing “telnet” or the user can set up a desk top shortcut (Refer to the Windows documentation). When telnet is initiated the following screen appears:



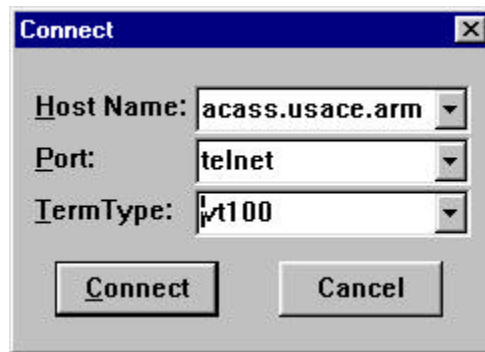


- b) The user must establish a connection by selecting Remote System on the Connect option of the toolbar menu. The following screen will appear:

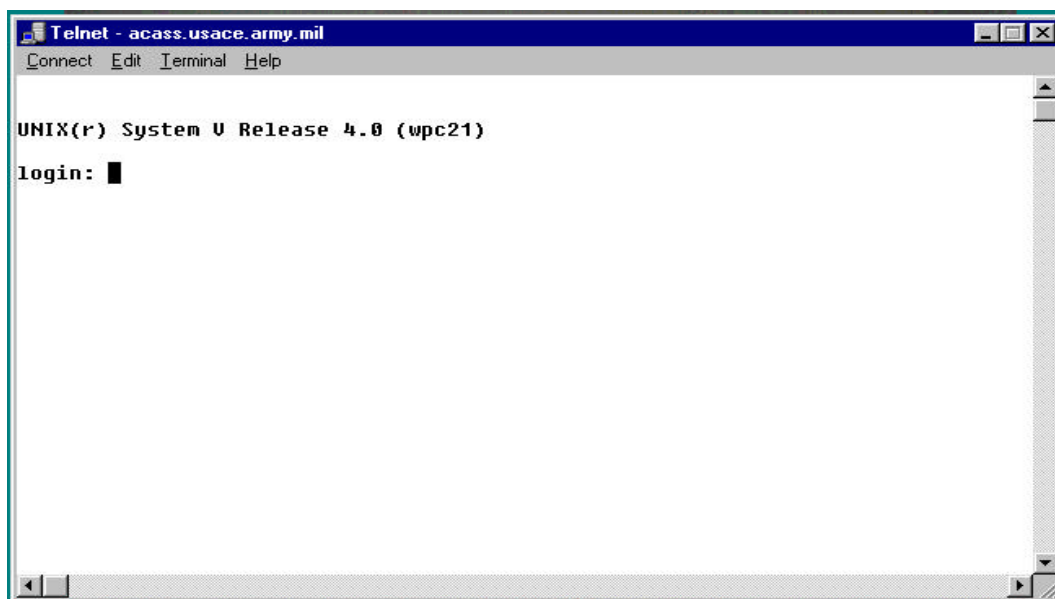
**NOTE:** If the user has already entered a host name and established the connection, when the Connect option on the toolbar is selected a list of available connections will be visible at the bottom of the list. The user may select the appropriate connection.



- c) Enter the Host Name. The Host Name for ACASS is acass.usace.army.mil.



- d) Select Connect. The following information will appear on the screen.

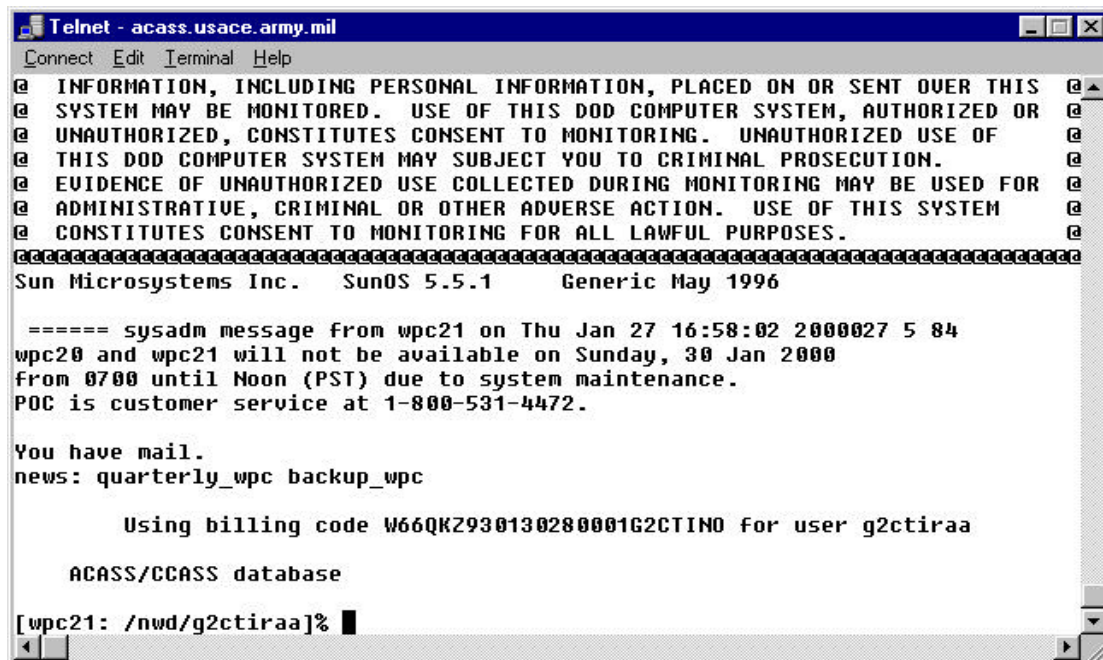


- e) At the login prompt, enter the userid (in lowercase) and <enter>. The following screen will appear:

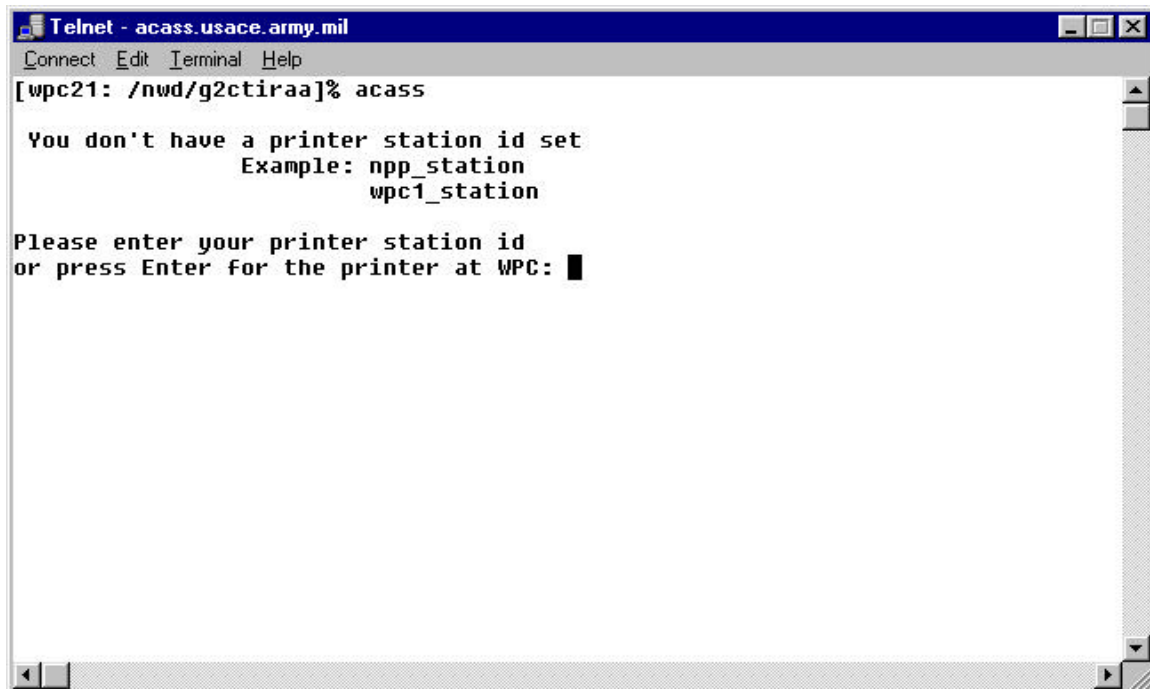
**NOTE:** When the user logs in, the dashes next to "login" will actually be the users userid.



- f) At the password prompt, enter the user logon password (in lowercase) and <enter>. The following screen will appear:



- g) At the % prompt enter "ACASS" to log into the ACASS system. The following screen will appear:



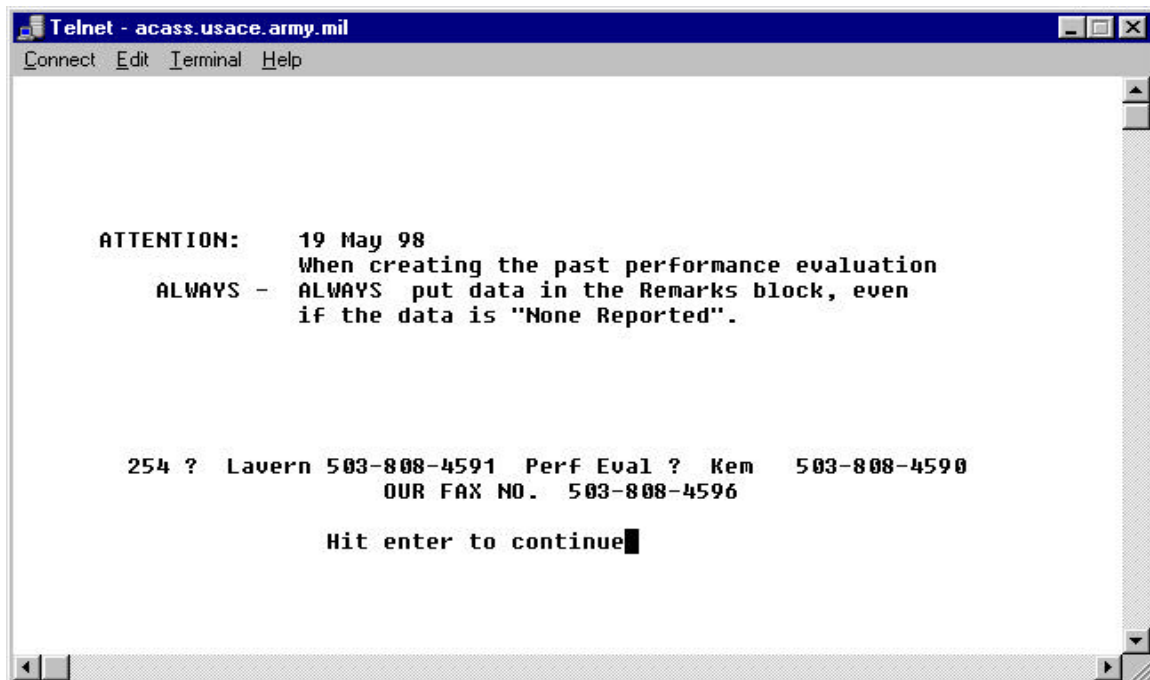
```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
[wpc21: /nwd/g2ctiraa]% acass

You don't have a printer station id set
      Example: npp_station
               wpc1_station

Please enter your printer station id
or press Enter for the printer at WPC: █
```

**NOTE:** If the message "Command not found" appears type "setupacs" without the quotes at the % prompt and login again. This command only needs to be executed once. It updates the user's .login file to include the path to the ACASS and CCASS systems.

- h) Enter the CEAP Remote Printer ID if you are an employee of the US Army Corps of Engineers. Leave blank if you are not an employee of the US Army Corps of Engineers. Select <enter>. The following screen will appear:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

ATTENTION:    19 May 98
               When creating the past performance evaluation
               ALWAYS - ALWAYS put data in the Remarks block, even
                   if the data is "None Reported".

254 ? Lavern 503-808-4591 Perf Eval ? Kem 503-808-4590
      OUR FAX NO. 503-808-4596

Hit enter to continue█
```

- i) Select <enter> to continue and the following screen will appear:

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help
07/15/98      U.S.  A R M Y  C O R P S  O F  E N G I N E E R S      22:23:
*****
***** Architect-Engineer Contract Administration Support System (ACASS) *****
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****
*****
ACASS APPLICATION MENU

1  ENTER Criteria and Find Qualified Firms
2  VIEW/PRINT SF254, Award Data, and Performance Data
3  Reserved
4  SEARCH for Firm Name
5  Reports Of Various Kinds
6  Help: Procedural Guidance and News Bulletins -
7  View Terminal Output From Options 1 and 2
8  TRANSMIT and Update database or Update After File Transfer
X  EXIT      (Back to System (/) Prompt)

Selection: █
```

## Update Mainframe

- a) Once connected to ACASS, select Menu Option #8 (Transmit and Update ACASS or Update After File Transfer).

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

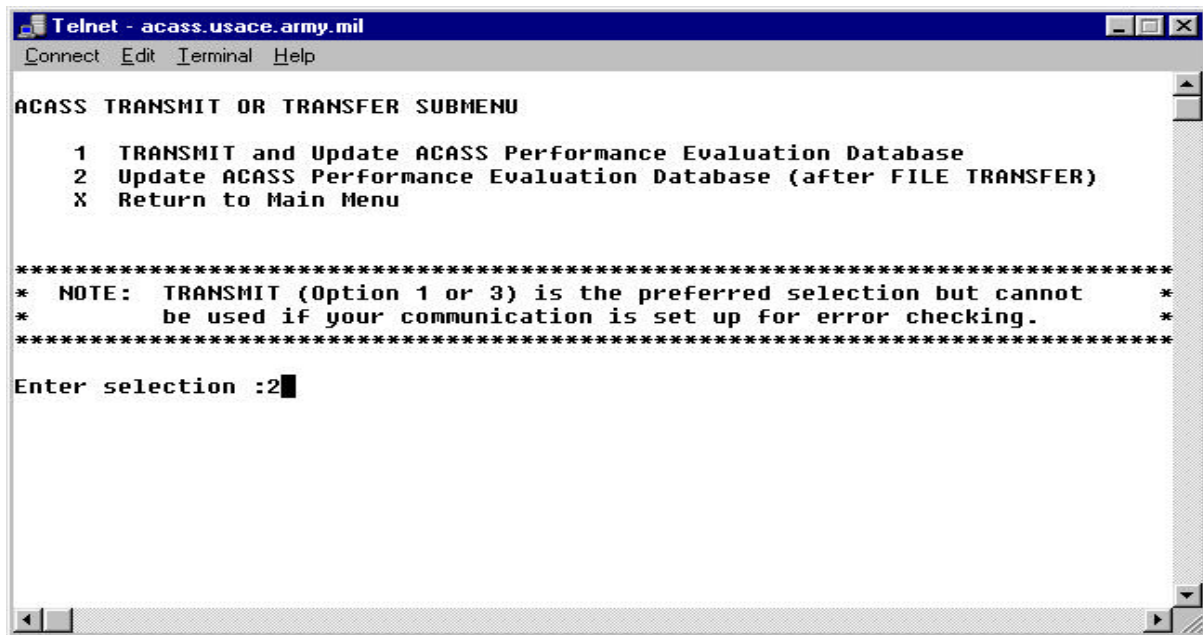
Architect-Engineer Contract Administration Support System (ACASS)

*****
*****
*   THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND
*   EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND
*   PAST PERFORMANCE.
*
*   QUESTIONS ABOUT ACASS?      CALL:   503-808-4591
*****
*****
ACASS APPLICATION MENU

1  ENTER Criteria and Find Qualified Firms
2  VIEW/PRINT SF254, Award Data, and Performance Data
3  Reserved
4  SEARCH for Firm Name
5  Reports Of Various Kinds
6  Help: Procedural Guidance and News Bulletins -
7  View Terminal Output From Options 1 and 2
8  TRANSMIT and Update database or Update After File Transfer
X  EXIT      (Back to System (/) Prompt)

Enter selection :8█
```

The following screen will appear:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

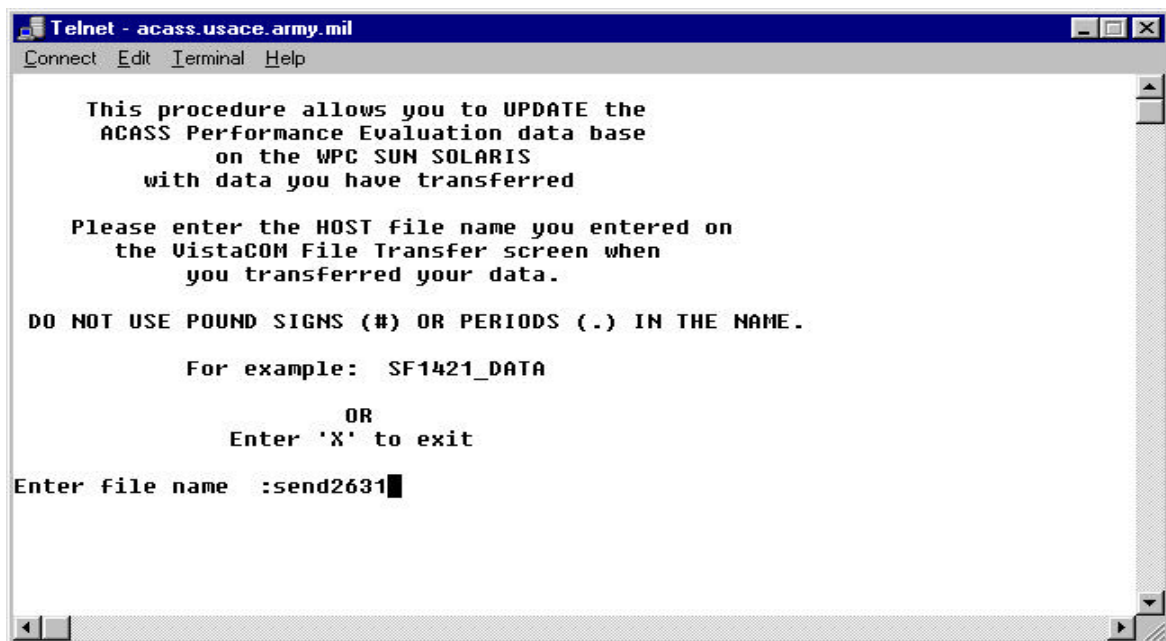
ACASS TRANSMIT OR TRANSFER SUBMENU

  1 TRANSMIT and Update ACASS Performance Evaluation Database
  2 Update ACASS Performance Evaluation Database (after FILE TRANSFER)
  X Return to Main Menu

*****
* NOTE: TRANSMIT (Option 1 or 3) is the preferred selection but cannot *
* be used if your communication is set up for error checking.         *
*****

Enter selection :2
```

b) Select/enter 2 to update the database after file transfer. The following screen will appear:



```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

This procedure allows you to UPDATE the
ACASS Performance Evaluation data base
on the WPC SUN SOLARIS
with data you have transferred

Please enter the HOST file name you entered on
the VistaCOM File Transfer screen when
you transferred your data.

DO NOT USE POUND SIGNS (#) OR PERIODS (.) IN THE NAME.

For example: SF1421_DATA

OR
Enter 'X' to exit

Enter file name :send2631
```

c) Enter the file name identified in the “put” command of the FTP process. If following the provided instructions exactly, this would be “send2631”. Select <enter>. The following screen appears:



```

Telnet - acass.usace.army.mil
Connect Edit Terminal Help

This procedure allows you to UPDATE the
ACASS Performance Evaluation data base
on the WPC SUN SOLARIS
with data you have transferred

Please enter the HOST file name you entered on
the VistaCOM File Transfer screen when
you transferred your data.

DO NOT USE POUND SIGNS (#) OR PERIODS (.) IN THE NAME.

For example: SF1421_DATA

OR
Enter 'X' to exit

Enter file name :send2631
Identify your agency from the following:

1. Corps of Engineers
2. Other Agency

Enter 1 or 2 :2

```

- d) Select Corp of Engineers or Other Agency. This selection determines the output of the next step of the process.
- If Corps of Engineers is selected, the update jobs runs in the background, the user receives a print out and the process is essentially completed.
  - If Other Agency is selected, the update job runs and updates the screen to reflect the status. The user can see immediately whether the update process resulted in an "inserted" record.
- This example continues with the choice of "Other Agency". Select 2 and <enter>. The following screen will appear:

```

Telnet - acass.usace.army.mil
Connect Edit Terminal Help

060211b
-----
done--
-----

The update is complete

About to list the Summary Report:
<CR> to continue:
G060211B PERFORMANCE EVALUATION SUMMARY OF TRANSACTIONS 28-JAN-00 PAGE

FIRM NO CONTRACT NO ORDNO EVAL DATE TYPE ACTION TAKEN
-----
099999 DACA5698C0101 22-MAY-07 D INSERTED
-----

<End of Report>
This is the end of the ACASS Update procedure
Hit enter to continue

```

This indicates that the performance evaluation was successfully stored in the database.

- e) "Inserted" indicates the performance evaluation stored successfully in the database. If the message "Duplicate Record: Eval Ignored" displays the evaluation just submitted did not store in the database. Select <enter> and the following screen will appear:

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

099999  DACA5698C0101      22-MAY-07  D   INSERTED
-----

<End of Report>
This is the end of the ACASS Update procedure
Hit enter to continue

ACASS TRANSMIT OR TRANSFER SUBMENU

  1 TRANSMIT and Update ACASS Performance Evaluation Database
  2 Update ACASS Performance Evaluation Database (after FILE TRANSFER)
  X Return to Main Menu

*****
* NOTE: TRANSMIT (Option 1 or 3) is the preferred selection but cannot *
* be used if your communication is set up for error checking.         *
*****

Enter selection :X
```

- f) Select "x" to return to the ACASS menu. The following screen will appear"

```
Telnet - acass.usace.army.mil
Connect Edit Terminal Help

Architect-Engineer Contract Administration Support System (ACASS)

*****
* THIS INFORMATION IS INTENDED TO HELP SELECTION OFFICIALS ASSESS AND *
* EVALUATE AN ARCHITECT-ENGINEER FIRM'S QUALIFICATIONS, VOLUME OF WORK, AND *
* PAST PERFORMANCE. *
* QUESTIONS ABOUT ACASS? CALL: 503-808-4591 *
*****

ACASS APPLICATION MENU

  1 ENTER Criteria and Find Qualified Firms
  2 VIEW/PRINT SF254, Award Data, and Performance Data
  3 Reserved
  4 SEARCH for Firm Name
  5 Reports Of Various Kinds
  6 Help: Procedural Guidance and News Bulletins -
  7 View Terminal Output From Options 1 and 2
  8 TRANSMIT and Update database or Update After File Transfer
  X EXIT (Back to System (/) Prompt)

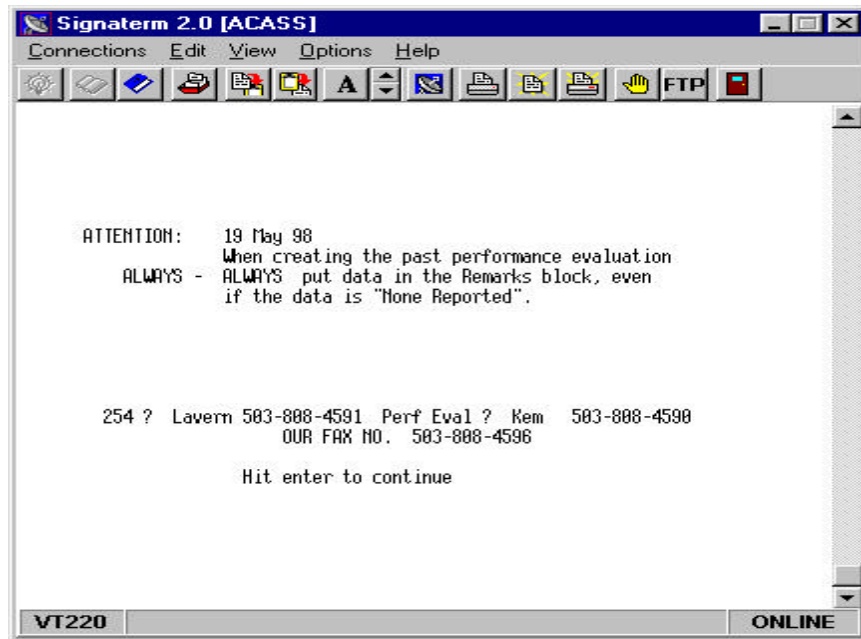
Enter selection :
```

## Using SignaTerm FTP and Interface and Transmit Menu Option 2

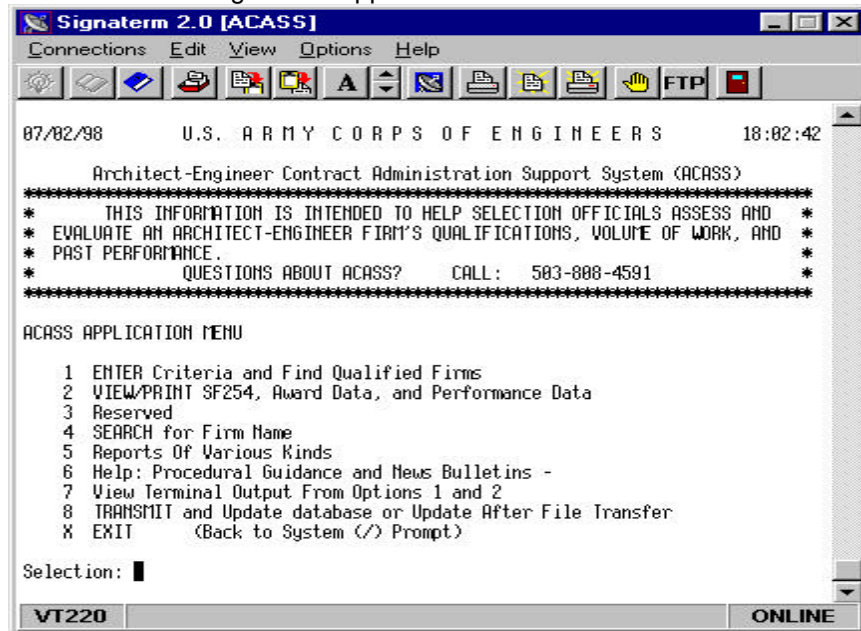
### FTP and Update using SignaTerm

Signaterm has the capability to launch an FTP Application while the user is connected to the mainframe database. The following examples demonstrate how this can be used.

After connecting to the mainframe database, using Signaterm, the screen looks like the following:

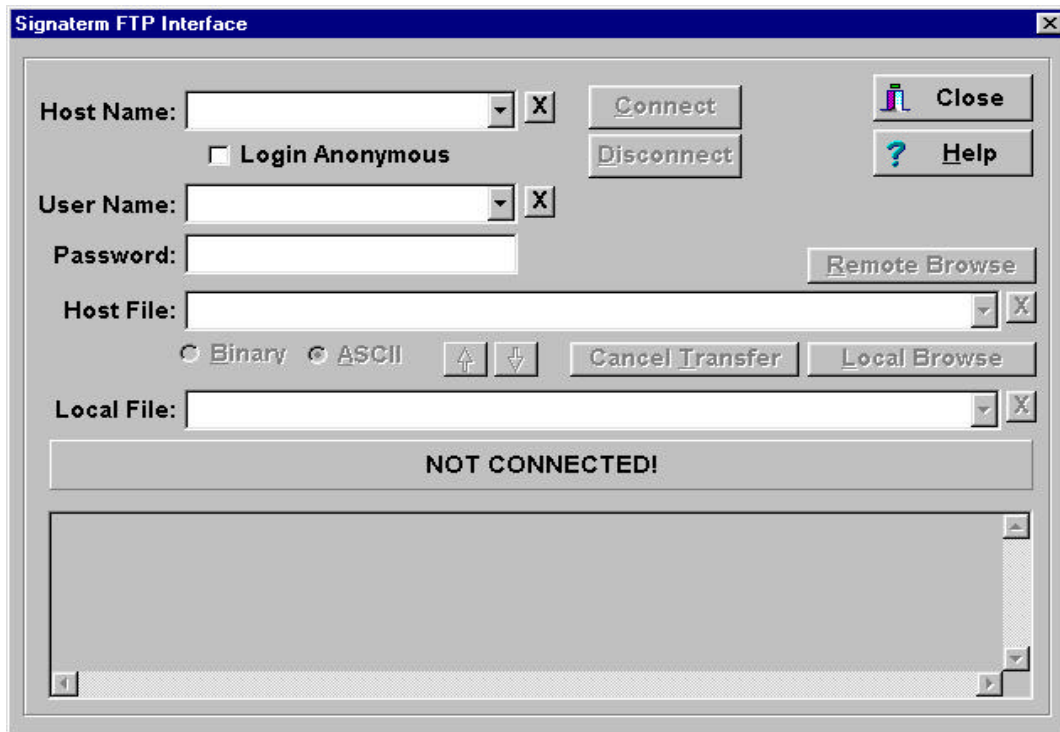


Select <enter> and the following screen appears:



To launch the SignaTerm FTP Application the user selects "Launch FTP Application" from the "Options" menu. The following screen will appear:





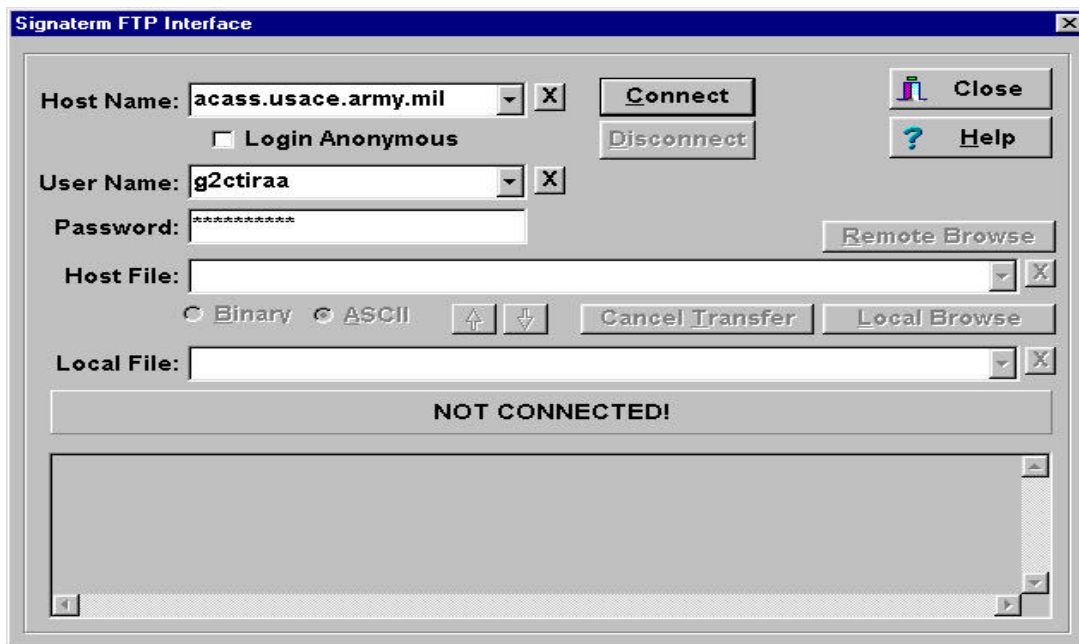
Enter the Host Name: **"acass.usace.army.mil"**

Enter the User Name: **"g2ctiraa"**

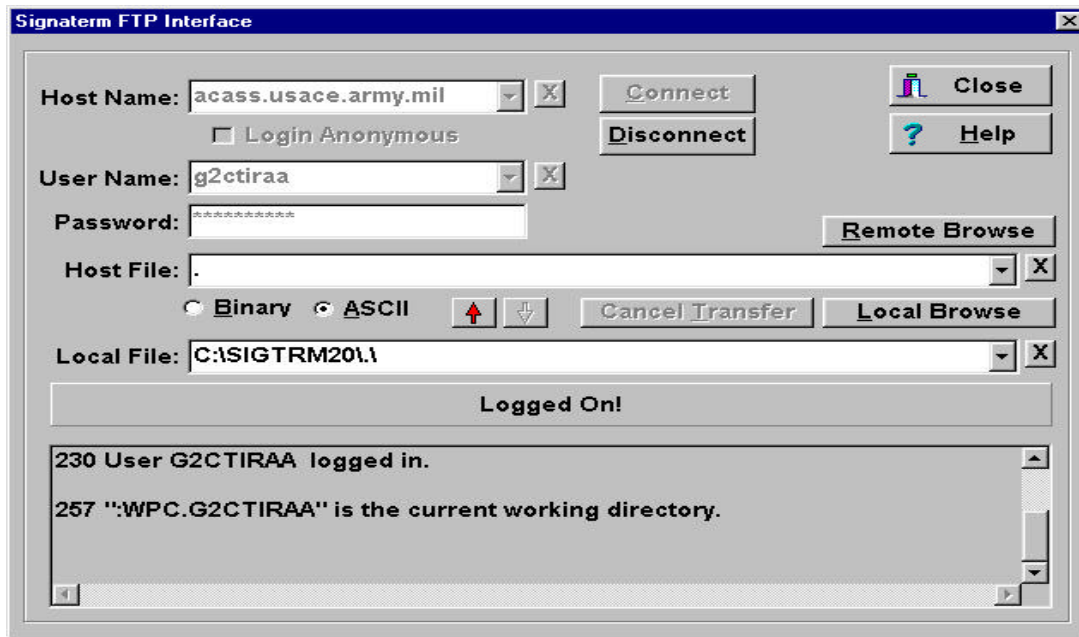
(In this example we are using g2ctiraa)

Enter the Password: **"-----"**

The screen will now look like the following:

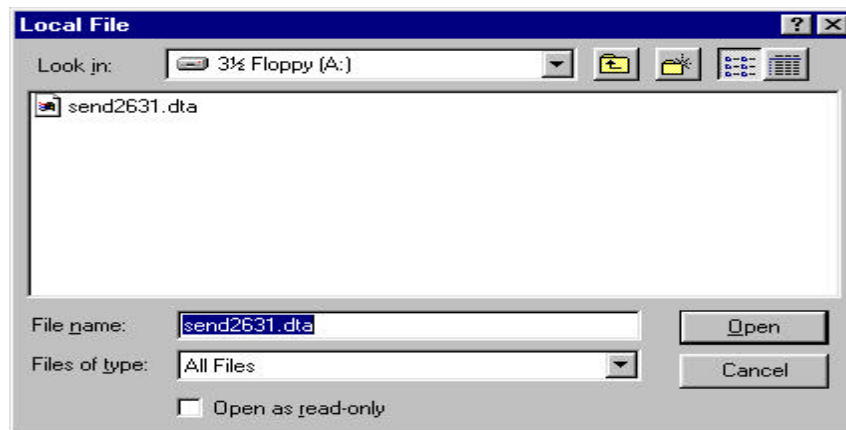


Select the "Connect" button to connect to the mainframe.

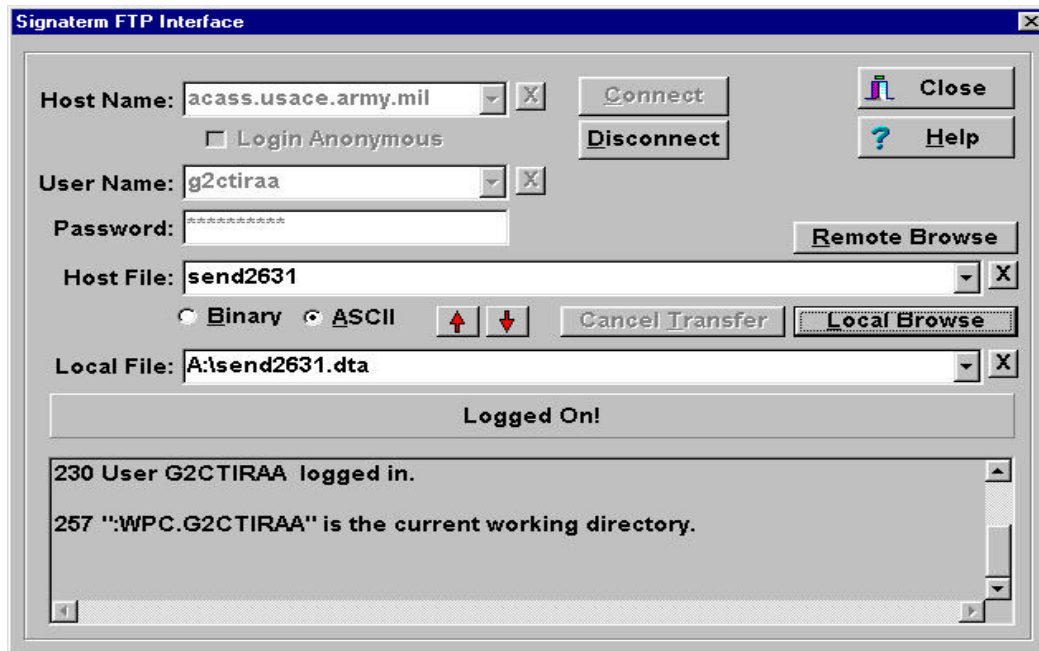


Enter the Host File: **“send2631”**

Select the “Local Browse” button to identify the path to the data file generated using the PC Program. A file directory screen appears to help you locate the file. Once the file is located, select “Open”.



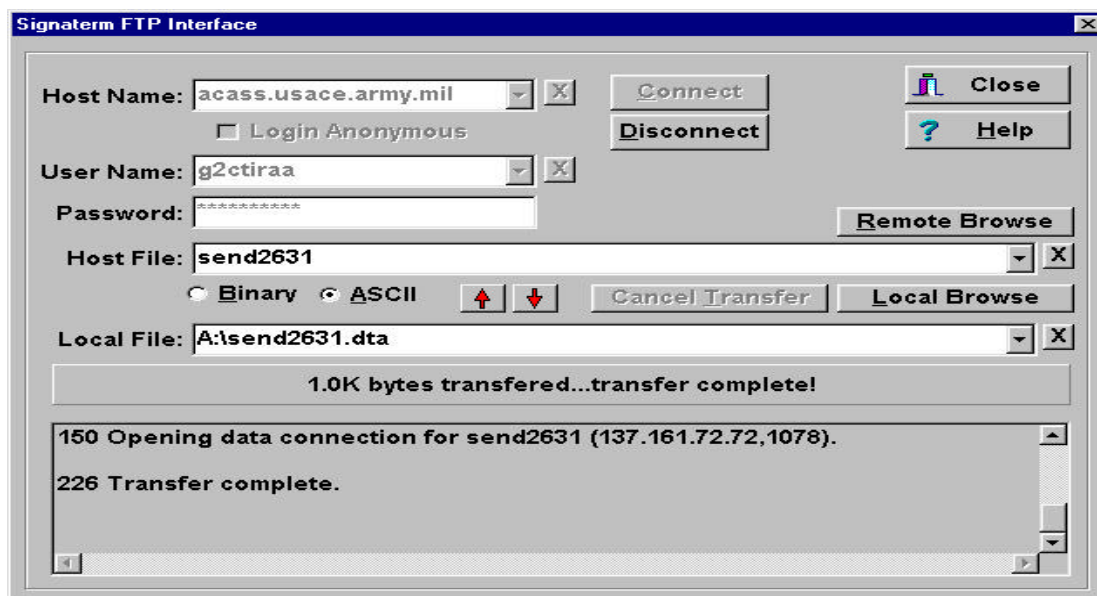
The FTP Application screen will now look like the following:



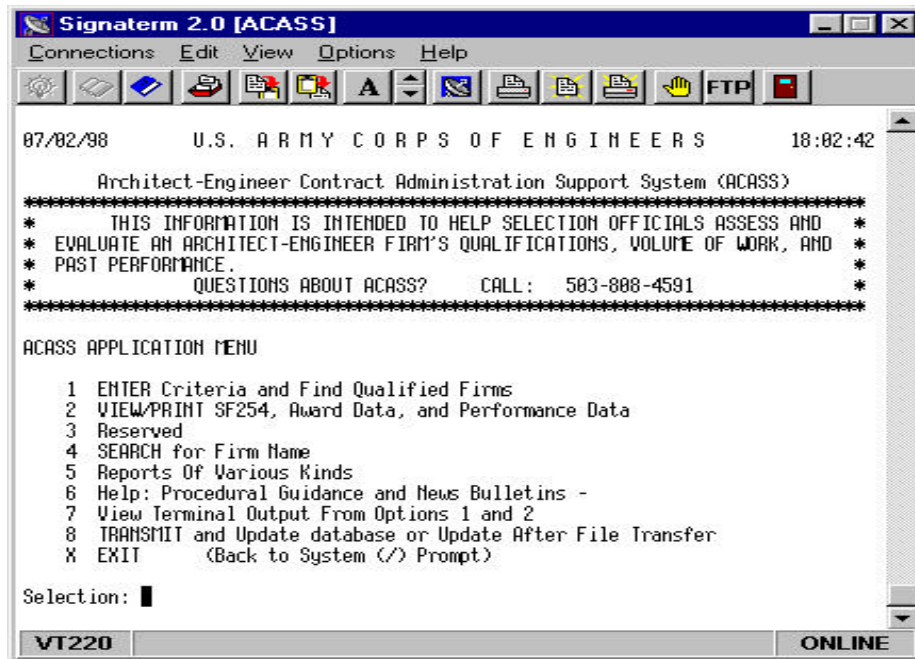
Select the arrow pointing toward the Host File. This initiates the transfer process. The following screen will appear to confirm the action:



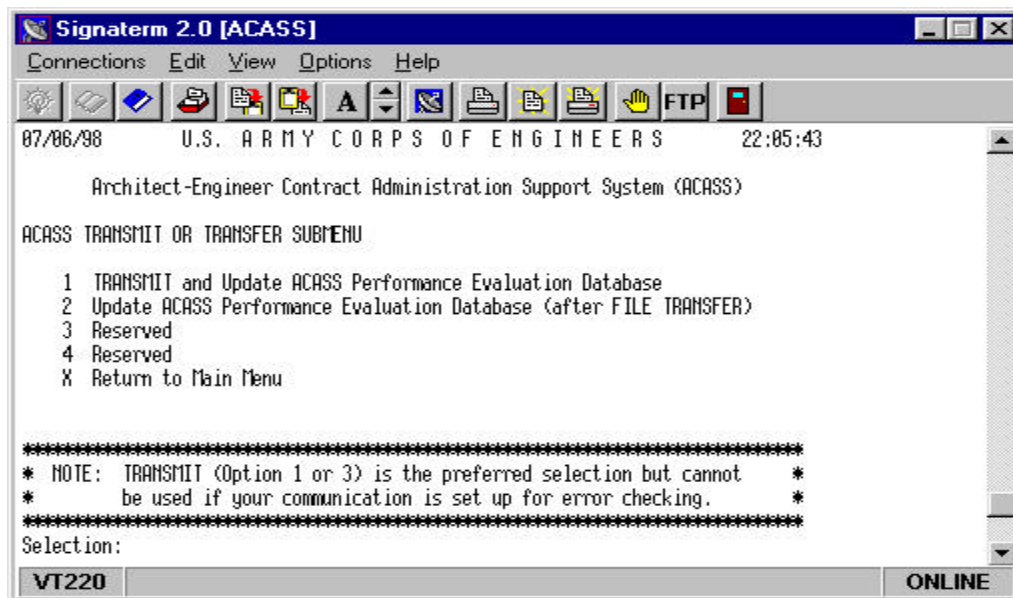
Select "Yes" to transfer the information. If the wrong arrow was selected this message would read in reverse. The user would say "No". After the transfer is complete the screen will look like the following:



Note the "Transfer Complete" statement in the bottom window of the screen.  
 Select Disconnect and then Close to leave the Signaterm FTP Application.  
 At the ACASS menu, select Option 8 "Transmit and Update Database or Update After File Transfer".



Selection: **8** The following screen will appear:



Selection: **2** to update ACASS Performance Evaluation Database (after File Transfer) and follow the directions previously given for using Telnet immediately prior to these instructions.

### Correcting Mainframe Database Submissions

If the office submitting the evaluation(s) determines that incorrect information has been submitted to the mainframe database the following procedure must be used for corrections:

1. From the mainframe database, print a copy of the evaluation that needs to be changed
2. Circle the information which needs to be changed
3. Write in the correct information making sure not to obscure any information on the form (the information on the form submitted is used to make sure that we are correcting the correct evaluation)
4. Generate a cover letter indicating why the change needs to be made and who is authorizing the change and
5. Fax the corrections and coverletter to the Contractor Appraisal Information Center.

## MAINFRAME DATABASE TRANSMIT OR TRANSFER PRINTOUTS

When your file has been processed on the CENWP Mainframe, if the user is from a COE office, a computer print can be routed to that site's remote high speed printer or any user can print to their computer screen. The listing will show the data that was extracted from your performance evaluation (from your PC file), and the results of editing and attempting to store the information on the CENWP mainframe.

The PE UPDATE SUMMARY LIST tells you if your data was in fact added to the ACASS database. Any errors encountered during the verifying phase of the ACASS database maintenance program will be shown here. Normally, you should expect to see the message "INSERTED" under the heading of "TYPE ACTION TAKEN". The next line will tell you whether or not it was stored:

001 STORED 00 MODIFIED 00 EVALUATION DELETES 000 CONSULTANT DELETES

If a duplicate record was transmitted, the following error will display;  
"DUPLICATE PERF EVAL IGNORED".

If an evaluation is submitted with an non-existent ACASS FIRM NUMBER, the following Error message will appear  
"INVALID FIRM NO. EVAL IGNORED".

## APPENDIX A - Glossary of terms

Term	Definition
ACASS	Architect-Engineer Contract Administration Support System
CCASS	Construction Contractor Administration Support System
COE	Corp of Engineers
DFAR	Defense Federal Acquisition Register
DOD	Department of Defense
FAR	Federal Acquisition Register
FTP	File Transfer Protocol
Mainframe Database or Database	Data storage facility managed by the Contractor Appraisal Information Center for performance evaluation data submitted by Federal personnel as well as 254 data submitted by the contractors and DD350 data submitted by federal agencies.
PC program	Software maintained and distributed by the Contractor Appraisal Information Center and used by federal personnel to manually enter performance evaluations. This program also exports the performance evaluation in a standardized format for transmission to the database.
SignaTerm	Communications software used within the COE
USACE	U.S. Army Corps of Engineers

## **Appendix B – References**

Engineering Regulation (ER) 715-1-20, Procurement Architect-Engineer Contracting, 21 March 1997.



## APPENDIX C - Data Validations

	Error Message	Description
1	A-E CONTRACTOR ID NUMBER IS INCORRECT	A-E Contractor ID Number is not present
2	EVALUATION MUST HAVE A VALID A-E CONTRACT NUMBER	A-E or Construction contract number is not present
3	CONSTRUCTION CONTRACT NUMBER IS INCORRECT	If Type of Evaluation is C, Construction contract number must be entered and has not been
4	PHASE OF COMPLETION CODE IS NOT VALID	Phase of Completion must be either F or I
5	CODE FOR TYPE OF EVALUATION IS NOT VALID	Type of Evaluation must be D, E, C or T
6	CODE FOR CONTRACT TERMINATION IS NOT VALID	If Type of Evaluation is T, then this code must be C or D
7	A-E CONTRACTOR'S NAME HAS NOT BEEN ENTERED	Contractor name is blank
8	A-E CONTRACTOR'S CITY HAS NOT BEEN ENTERED	Contractor city is blank
9	A-E CONTRACTOR'S STATE CODE IS NOT VALID	Contractor state is incorrect
10	A-E CONTRACTOR'S ZIP CODE NOT BEEN ENTERED	Contractor zip-code is blank
11	A-E CONTRACTOR'S COUNTRY CODE IS MISSING OR INCORRECT	Contractor country is incorrect
12	CODE FOR A-E TYPE OF CONTRACT IS NOT VALID	If Phase of Completion is F and Type of Evaluation is D or E, then this must be F, C, I or O
13	CODE FOR PROJECT COMPLEXITY IS NOT VALID	If Phase of Completion is F and Type of Evaluation is D or E, then this is either D or R
14	TOTAL A-E FEE IS MISSING	If Phase of Completion is F and Type of Evaluation is D or E, this must be completed
15	A-E CONTRACT AWARD DATE IS INCORRECT	This information has not been entered and it is required
16	REQUIRED A-E CONTRACT AWARD DATE IS MISSING	If the Type of Evaluation is D or E, then this date is required
21	DATE AT TIME OF CONSTRUCTION COMPLETION IS INCORRECT	
22	DATE AT TIME OF CONSTRUCTION COMPLETION IS MISSING	If Phase of Completion is F and Type of Evaluation is C, this date is required
23	A-E LIABILITY CODE IS NOT VALID	If Phase of Completion is F and Type of Evaluation is D,

	<b>Error Message</b>	<b>Description</b>
		E or C, then this code must be N, B, P or S
24	PENDING A-E LIABILITY AMOUNT IS MISSING	If A-E Liability code is B or P, then this amount must be entered
25	SETTLEMENT A-E LIABILITY AMOUNT IS MISSING	If A-E Liability code is B or S, then this amount must be entered
26	OVERALL RATING CODE IS NOT VALID	If the Phase of Completion is F and the Type of Evaluation is D, E or C, then this must be E, H, A, B or P
27	CODE FOR RECOMMENDATION FOR FUTURE CONTRACTS IS NOT VALID	If the Phase of Completion is F and the Type of Evaluation is D, E or C, then this must be Y or N
28	RATING OFFICIAL INFORMATION IS MISSING	Rating Official information is required
29	DATE RATING COMPLETED IS MISSING OR INCORRECT	Rating date is required
30	REVIEWING OFFICIAL INFORMATION IS MISSING	Reviewing Official information is required
31	DATE REVIEW COMPLETED IS MISSING OR INCORRECT	Review date is required
32	DESIGN PHASE OR ENGINEERING SERVICES RATINGS ARE MISSING	If Phase of Completion is F and Type of Evaluation is D or E, then at least one option in this screen must be rated N, O, S or U
33	CONSTRUCTION PHASE RATINGS ARE MISSING	If Phase of Completion is F and Type of Evaluation is D or E, then at least one option in this screen must be rated N, O, S or U
36	PROJECT DESCRIPTION COMMENTS CONTAINS ASTERISK(S)	There can be no "*" in the description portion of the performance evaluation
37	CONTRACT REMARKS CONTAINS ASTERISK(S)	There can be no "*" in the description portion of the performance evaluation
40	AWARD AMOUNT MISSING	The amount of the award is required
42	ACTUAL DATE OF/NUMBER OF DAYS TO COMPLETION IS MISSING	If the Phase of Completion is F and the Type of Evaluation is D or E, then this field is required
43	NEGOTIATED DATE OF/NUMBER OF DAYS TO COMPLETION IS MISSING	If the Phase of Completion is F and the Type of Evaluation is D or E, then this date is required
44	INITIAL A-E FEE IS MISSING	The Initial A-E fee is required
45	TYPE OF WORK PERFORMED IS MISSING	This information is required
47	CONTRACT NUMBER LENGTH INCORRECT	The contract number entered is too long
48	ACTUAL DATE OF COMPLETION	

	<b>Error Message</b>	<b>Description</b>
	IS INCORRECT	
49	NEGOTIATED DATE OF COMPLETION IS INCORRECT	
99	UNABLE TO SPECIFY PROBLEM -- CALL ACASS OFFICE	All unspecified program errors will show this message. Please call ACASS at (503) 808-4594

## APPENDIX D – Points of Contact

Information Area	Name	Telephone number
Program Manager	<a href="#">Marilyn Nedell</a>	(503) 808-4590
Software Support	<a href="#">Ruth Abney</a>	(503) 808-4594
A-E Firm numbers	<a href="#">Keleka Ross</a>	(503) 808-4593
	<a href="#">Cathy Warmoth</a>	(503) 808-4595
SF 254 Information	<a href="#">Lavern Brewster</a>	(503) 808-4591
	Fax number	(503) 808-4596
800 Numbers		
	East coast	800 253-7789
	Central	800 626-4415
	West Coast	800 531-4473

## Miscellaneous Websites

ACASS Webpage

<http://www.hq.usace.army.mil/CEMP/E/ES/ACASSWEB/index.htm>

Contractor Appraisal Information Center

<http://www.nwp.usace.army.mil/ct/i/>

DOD Webpage for finding Contractor Dun and Bradstreet numbers:

<http://web1.whs.osd.mil/peidhome/estlog.htm>

Sources for forms:

SF254 <http://www.gsa.gov/forms/farnumer.htm>

DD2631 <http://web7.whs.osd.mil/forms/dd2631.pdf>

Acquisition Reform

<http://www.acq.osd.mil/ar/>

CAGE Code

<http://www.dlsc.dla.mil/cageserv.htm>

ZipCodes

<http://www.usps.gov/ncsc/>